

## **Call In Pay - Unscheduled**

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### **OPERATIONAL POLICY STATEMENT**

It is the operational policy of the College to pay regular non-exempt full-time employees double time payment when they are called into work at times other than their regularly scheduled shift. This operational policy does not cover overtime hours where the employee is already at work and is requested to stay past their normal departure time.

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### **PROCEDURE**

Employees called in under this operational policy will receive at least two hours of double time pay. Hours worked in addition to two hours will be paid double time for each increment of hour worked. It shall be the Supervisor's responsibility to accurately report and approve double time payments to the Payroll Department on the employee timesheet. Each operating unit may determine if additional levels of approval are necessary. Every effort should be made to proactively schedule employees so double time payments are not necessary. The Supervisor should ensure that the departmental budget will cover all double time payments prior to calling the employee into work.

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### **OPERATIONAL POLICY HISTORY**

Formerly Policy 2.8.2, Adopted 1/25/2000  
Renumbered to Policy 2.43 in 10/2014  
Revised to "Operational" Policy 3/5/2021

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