



Lehigh University Human Resources Policy

Policy Number:	403
Effective Date:	3/7/1983
Revisions:	8/1/2003
Applicability:	All Nonexempt Staff Members Excluding University Police Officers

COMPENSATION FOR CALL-OUTS FOR NONEXEMPT STAFF POLICY

Purpose:

Nonexempt staff call-out policy for emergencies

Policy:

The term “call-out” refers to a request for a staff member to:

1. Make an unscheduled return to campus or other location, or use remote access from off-campus, after he or she has returned home after working a regularly scheduled workday.
2. Report to campus or other location, or use remote access from off-campus, on a day the individual is not scheduled to report for work.

Compensation is paid from the time the individual leaves his or her residence, or begins using remote access from off-campus, until he or she returns home or stops using remote access from off-campus. No compensation is paid for lunch and/or dinner hours.

Compensation is paid at an hourly rate of one and one-half times (time and a half) the individual's normal hourly rate. The minimum compensation for each call-out is as follows:

- For call-out prior to midnight – 2 hours at time and one-half
- For call-out after midnight – 3 hours at time and one-half
- For call-out on a scheduled University holiday at anytime – 4 hours at time and one-half

If an individual receives several calls within a one hour timeframe that can be responded to using remote access, that is considered one call out. If an individual is called back to campus, fixes the problem, and returns home and receives another call out to campus, that would be considered two call outs and paid appropriately.

Call-out pay is considered a special payment and is not eligible for inclusion in benefit calculations.

Keywords: Call Out, Remote Access