

**NUMBER:** C-5

**TITLE:** CALL BACK PAY

**POLICY:** Southern Nazarene University desires to allow its employees to enjoy their time off from work. However, emergencies arise which require us to call employees from home. When these times arise, SNU desires to compensate you fairly.

**PROCEDURE:** The Director of the Physical Plant should establish criteria to be covered by a Call Back policy, ex. a broken pipe that threatens to cause flooding in some area on campus would justify calling people back, to ask someone to work on the sprinkler system would probably not justify a call back situation.

The Call Back pay must be approved in advance by the Director.

If additional staff is required, the Director must approve the request.

A minimum of two hours pay will be paid and it will be used as “time worked” when calculating overtime.

If the Director is out of town, he is to name a designee to make the necessary approvals.

Note: Not all employee groups/classifications are eligible for call back pay.