



10.4 Unscheduled call-backs

All employees are subject to call back in emergencies or as needed by the Library to provide necessary services to the public. A refusal to respond to a call back is grounds for disciplinary action, including possible termination. Non-exempt employees called back to duty will be paid their appropriate rate of pay for hours worked, including overtime if applicable. Non-exempt employees required to respond to an unscheduled call-back by physically reporting to the work site shall receive a site fee of one hour at his/her current rate of pay, plus a guaranteed minimum compensation of one (1) hour at his/her current rate of pay. All rules governing overtime, holiday pay and Sunday pay shall apply.

FLSA-exempt employees who are called back to work are not eligible for additional pay, compensatory time or overtime.

I. Administration

The Library Director and all managers are responsible for administering this policy.