THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.6
		Revised:	7/1/05
SUBJECT:	"Call-Back" Pay	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular non-exempt Staff Members with the exception of those represented by a bargaining unit		
ISSUED BY:	Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs		

I. Policy

Employees who are required to return to work after they have left the University premises upon completion of their assigned schedule of work will receive "call-back" pay as proscribed in Section IIA.

II. Regulations and Definitions

A. Employees will receive overtime premium for time worked, and shift premium, if applicable, or will receive a minimum of four (4) hours pay at their regular rate, and shift differential, if applicable, whichever amount is greater.

B. Time used for the calculation of "call-back" pay begins upon the staff member's arrival at an assigned place of work and ends upon the completion of assigned work. Travel time to and from work is not "time worked".

C. Employees in an "on call" status (as defined in SPG 201.36) are not eligible for "call-back" pay.

D. Employees called in to begin work prior to the start of their assigned schedule and who work continuously, except for a lunch period, into their schedule are not eligible for "call-back" pay.

Procedure: http://www.umich.edu/~hraa/procedures/spg201-06.htm