

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.6
SUBJECT: On Call and Call Back Pay	Effective: 01/01/06
	Revised: 12/01/05

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

ON CALL AND CALL BACK PAY

On Call

The Fair Labor Standards Act considers compensable working time as all time that an employee is required to remain “on call” on the employer’s premises or so close to a telephone that the employee cannot use the time for his or her own purposes. An employee who is merely required to leave work where he or she can be reached is not considered to be “on call”, and such time is not compensable. Likewise, the assignment of a beeper to a University employee does not meet the definition of “on call” for purposes of compensation. Final authorization of payment to an employee for “on call” status may be made only with prior, specific approval by the South Carolina State University administrative channel, Office of Human Resource Management and the Budget and Control Board Office of Human Resources.

Call Back

“Call back” is defined as a call by the employing department for an employee to report to work either before or after normal duty hours to perform emergency services. Each department shall determine which classification of employees shall be subject to “call back.” Nonexempt employees shall be compensated for hours worked as a result of a “call back” at their regular hourly rate plus any shift premium for which they might be eligible, and such time shall be counted in computing any overtime that may be due. In the event it becomes necessary for an employee to be called back for emergency services and the services rendered requires less than two hours on the job, or in the event no work is available when the employee reports, a minimum of two hours work time shall be credited. An employee shall not be credited with nor paid for “call back” time if:

1. The recall to work (“call back”) has been canceled and the employee received notice not to report to work, or
2. The employee refuses alternate work that is offered upon reporting to work.