



## DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy	127.1	Approval Date: 8/5/2014
Policy Title	<b>Call-In Pay</b>	Effective Date: 2/16/21
		Revision Date(s): 2/16/21

Non-exempt employees who are called back to work because of an emergency will receive one and one-half (1-1/2) times their regular rate of pay for a minimum of two (2) hours or actual time worked whichever is greater. Emergencies as noted above will not include work that has been scheduled in advance.

### Highway Department

Emergency call-ins prior to 7:00 a.m. or after the employee has worked an eight (8) hour shift will be paid at 1 ½ times the employee's regular rate of pay for a minimum of two (2) hours or actual time worked whichever is greater. If the emergency call-in occurs prior to 7:00 a.m. and the time needed to complete the emergency call-in work extends beyond 7:00 a.m., the employee will be paid his regular rate of pay for the time worked after 7:00 a.m. During the period that summer hours are in effect 6:00 a.m. will be substituted for 7:00 a.m. in the above language.

### Clearview Nursing Management Employees

Clearview Nursing Supervisors and Team Leaders called in to work also receive a minimum of two (2) hours pay or pay for actual time worked whichever is greater. A minimum of one (1) hour pay or pay for actual attendance, whichever is greater, is received by Supervisors and Team Leaders when called to attend meetings or in-service programs. These minimums, however, do not apply when employees are called in either directly prior to or directly after their regular schedule of hours.

### Clearview Employees

An Employee called in to work will receive a minimum of two (2) hours pay, or pay for actual time worked, whichever is greater. An employee called in to attend a required educational or staff meeting will receive a minimum of one (1) hour pay or pay for the actual time in attendance, whichever is greater. Whenever possible, management will try to schedule educational or staff meetings during the employee's normal schedule of hours. Call-in pay does not apply to call-ins which are either consecutively prior to or subsequent to the employee's regular schedule of hours.

### Human Services and Health Department Employees

Employees will receive a minimum of two (2) hours overtime pay or actual time worked, whichever is greater, if called in on an emergency basis. Telephone calls in excess of ten (10) minutes will be compensated at one and one-half (1-1/2) times the Employee's normal rate of pay.

### Information Technology Department Employees

Information Technology full-time and part-time employees contacted for work related reasons who perform work at a site other than Dodge County offices (to include work performed at

home), the employee will be compensated for actual time worked, with a minimum of fifteen (15) minutes paid. Time paid for work performed will be paid at the employee's overtime rate of pay. Dodge County management reserves the right to authorize payment for work performed off-site.

#### Sheriff's Office

Exempt employees in the Sheriff's Office will be compensated for emergency callouts will be paid overtime for hours worked at the emergency callout. Emergency callouts are defined as incidents prompted by an actual or perceived emergency in which the Sheriff required that employee to report to work outside of their normal scheduled shift.

Employees called in to work by the Sheriff or designee outside of the regular schedule will receive a minimum of two (2) hours pay at time and one half.

Call-in pay does not apply to hours worked consecutively prior to or subsequent to the employee's regular schedule of hours. Consecutive hours prior to and after the employee's regular schedule of hours will be considered no more than two (2) hours before or after said shift.

Employees, upon request, may start their shift earlier than normally assigned upon mutual agreement of Sheriff's Department management and the employee; and in those cases the call-in pay or overtime will not apply.

#### Sworn Employees

Officers participating in the One on One Squad Program may be called to duty one (1) hour prior to and held over one (1) hour after their scheduled shift at their straight time rate.

Please refer to the Union contract for additional information regarding call-in pay.

#### Building Maintenance

Mechanic Leads who are required to respond to work related phone calls, text messages or e-mails outside of their regularly scheduled work hours will receive a minimum of one-quarter (1/4) hour at time-and-one-half (1½) their regular rate of pay, if approved by the Department Head or his/her designee.

If it is necessary to call in a Maintenance Mechanic employee, the employee asked to work will be determined by a "call-in" rotation list. The "call-in rotation" list will provide equal assignment of call-in work and will be offered to the next individual on the list. If the next individual named on the list cannot be contacted, he/she will be bypassed on the list and the person next named will be contacted. Employees contacted will be expected to report to work for the call-in assignment unless they request to be excused and the Director can find a suitable replacement.

If an employee is scheduled to work a replacement shift which will commence on the same day on which the replacement employee has already begun working his/her regular shift (not previously notified), the replacement employee may be required to leave his/her regular shift and return to work on the replacement shift. In such a case, management will determine the appropriate hours to be worked on both the regular shift and the replacement shift, with the understanding that the replacement employee will be eligible for up to two (2) hours "call-in" pay provided the replacement employee's regular shift is decreased by at least an equivalent number of hours. The hours compensated as "call-in" pay will not exceed the actual hours the employee did not work of his/her regular shift.

Example: An employee who leaves work with two hours or more remaining of his/her regular shift and returns for the replacement shift will be eligible for two hours of "call-in" pay. An employee who leaves work or is off the clock for less than two hours will be compensated for the time remaining on the balance of his/her regular shift.

Management reserves the right to determine whether and to what extent replacement hours are scheduled for this position.