DODGE COUNTY
PERSONNEL POLICIES AND PROCEDURES

Policy #: **127.3**	Approval Date: 8/5/2014
Policy Title: **Call-In Pay**	Effective Date: 2/16/21, 01/01/2027
Owner: **Human Resources Committee**	Revision Date(s): 2/16/21, 11/17/26

I. PURPOSE

The purpose of this policy is to establish guidelines for call-in pay to ensure fair compensation for employees who are required to report to work regardless of whether the full scheduled shift is worked.

II. POLICY

Unless otherwise specified, it is the policy of Dodge County that 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 (Premium 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.

III. STANDARDS

A. Highway

1. 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 (Premium Pay) for a minimum of two (2) hours or actual time worked whichever is greater.
2. 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 the regular rate of pay for the time worked after 7:00 a.m.
3. 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.

B. Clearview

1. A maintenance employee called in to work will receive a minimum of two (2) hours pay, or pay for actual time worked, whichever is greater.
2. 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.
3. The exempt positions of: RN Unit Manager, Director of Nursing, Assistant Director of Nursing, and Assisted Living Supervisor at Clearview will be compensated for time-

and-one-half as Exempt Premium for hours worked when filling an open slot outside of normal work requirements including eligibility for differential pay.

C. Human Services and Health
Employees will receive a minimum of two (2) hours at premium pay or actual time worked, whichever is greater, if called in on an emergency basis that requires physically reponding to the urgent matter.

D. Information Technology

1. Information Technology non-exempt employees contacted for work-related reasons to perform work outside of the normal work schedule 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 regular rate of pay, subject to overtime under the Fair Labor Standards Act (FLSA). Dodge County management reserves the right to authorize payment for work performed off-site.

E. Sheriff's Office

1. Sheriff's Office Exempt employees in the Sheriff's Office will be compensated for emergency callouts and will be paid time and one half as Exempt Premium for hours worked at the emergency callout.

   a. 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.

2. 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 as Premium Pay.

   a. 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.

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

G. Sworn Association

Please refer to the Sworn Association Agreement for information regarding call-in pay.

H. Physical Facilities

IV. PROCEDURE

NA

V. GUIDELINES

NA