



**Call Back Pay #1710.045**

<b>INITIAL EFFECTIVE DATE:</b>  July 2005	<b>LAST REVISION DATE:</b>  August 6, 2025	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Division of Human Resources Compensation Administration
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**POLICY STATEMENT**

Non-exempt employees are eligible for call-back pay when they are required to return to the worksite outside of their regularly scheduled working hours.

**SCOPE**

This policy applies to non-exempt employees.

**REASON FOR POLICY**

To provide compensation to eligible non-exempt employees who are called back to work to perform emergency and/or needed work assignments based on operational needs during off-duty hours.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
N/A	N/A

**ROLES AND RESPONSIBILITIES**

The unit ensures that the employee(s) report the time in and out when they are call back to work with a minimum of 2 hours.



#### RELATED RESOURCES

- Florida Statutes Section 112.061 (7)(d)(1)(a) [On-Call Pay Policy #1710.215](#)

#### CONTACTS

Division of Human Resources  
Compensation Administration  
11200 S.W. 8th Street, PC 224  
Miami, Florida 33199  
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#### HISTORY

**Initial Effective Date:** July 2005

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): April 29, 2021; July 15, 2024; May 7, 2025; August 6, 2025.



**Call Back Pay #1710.045a**

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**PROCEDURE STATEMENT**

The Call-Back Pay shall be applied as follows:

1. The eligible employee shall be credited with the greater of the actual time worked, including time to and from the employee’s home to the assigned work location, or two (2) hours.
2. If while on-call, an eligible employee is called back to work, the employee will be reimbursed for travel expenses and mileage at standard rates as specified in Florida Statutes Section 112.061, which may change from time to time. Reimbursement will be made for travel from the employee’s home to the work location and vice versa.
3. Call back pay will be considered worked time and will be recorded as such on the time record of the employee.
4. When an employee is called back to work, the call back pay will be paid at the employee’s regular rate of pay or at his/her overtime rate for any time over 40 hours in a work week.
5. Employees will not receive on-call pay for time worked.