



Call Back Pay #1710.045

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| INITIAL EFFECTIVE DATE: July 2005 | LAST REVISION DATE: May 7, 2025 | RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Compensation Administration |
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POLICY STATEMENT

Non-exempt employees are entitled to call back pay when an employee is called back to the work location outside their regularly scheduled hours.

SCOPE

This policy applies to non-exempt out-of-unit faculty, and staff members.

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.

| DEFINITIONS | |
|--------------------|--------------------|
| TERM | DEFINITIONS |
| 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 State Statute 112.061 (7)(d)(1)(a)
- [On-Call Pay Policy #1710.215](#)

CONTACTS

Division of Human
Resources Compensation
Administration 11200 S.W.
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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.



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| PROCEDURE STATEMENT |
| <p>The Call-Back Pay shall be applied as follows:</p> <ol style="list-style-type: none"> 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 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 Statute 112.061. 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. |