

# Call Back Time

**Date**

1/95

Call back time applies to non-exempt employees paid on an hourly basis. Call back time is time worked, on an emergency basis, after an employee has completed his normal day's work and is then called back to work for an unknown period of time. Regardless of the length of time actually worked, all hours worked during this emergency period including travel time to and from the site, will be compensated at the premium or overtime rate with at least two hours of premium time guaranteed. Call back time does not apply to situations where an employee is called in early and continues working on his regular shift.

Call back time should be noted on the employee's time sheet, indicating the actual time worked including travel time. Each call back situation should be listed separately.