

**Buffalo & Erie County Public Library**

**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Call-in Pay**

**CHAPTER: VI**

**SECTION: 5**

**EFFECTIVE DATE: 1/81**

**REVISION DATE: 8/06, Modified for the B&ECPL effective 1/1/15**

**I. STATEMENT OF POLICY**

An employee requested to report for work outside his/her regularly scheduled shift or for emergency duty will be compensated for a minimum number of hours at his/her job rate or overtime rate, as applicable, under the respective bargaining agreements. If he/she works more than the minimum number of hours guaranteed, he/she will be paid for all hours actually worked. The minimum number of hours to be paid for in the event of a call-in varies among the bargaining agreements, and employees should consult their collective bargaining agreement for further information.

**II. GUIDELINES**

**A. Eligibility**

1. To be eligible for call-in pay, an employee must have completed his/her normal day's schedule, left work, and been summoned to

return before the start of his/her next normally scheduled work shift.

2. Call-in pay begins when an employee actually signs-in for duty.
3. Call-in pay does not apply in the following instances:
  - a. When an employee is required to work a full shift or more on a regular scheduled day off, he/she will be entitled to job rate or overtime rate, as specified in the applicable bargaining agreement.
  - b. Employees who continued working after the completion of their normally scheduled work shifts or who leave for brief periods after completion of their normal work schedules with the understanding that they will return to work additional hours, will be paid at the job rate or overtime rate as specified in the given bargaining agreement.
  - c. A need (because of unusual conditions) for an employee to begin a normally scheduled work day earlier than his/her normally scheduled starting time is not considered a call-in, nor does the contractually guaranteed minimum number of hours for call-in apply. In this situation, the employee will be paid at his/her normal job rate or overtime rate, as applicable.