

HARRISON COUNTY, INDIANA

Adopted September 7, 2021

EMERGENCY CALL BACK PAY

An emergency call back occurs when a non-exempt employee is requested by his/her department head or elected official to return to work after leaving the worksite following his/her work shift to respond to a work-related emergency which cannot wait until regularly scheduled working hours. Each department should identify those positions and/or employees that are likely to be called back to work in the event of an emergency and the department head or elected official should carefully weigh the costs and benefits of alternatives before authorizing emergency call back pay. Employees may be called back to work for emergencies which require a response on short notice and for which the call back work will serve to:

- Avoid significant service disruption
- Avoid placing employees or the public in unsafe situations
- Protect and/or provide emergency services to property or equipment

When an employee has left the work site and is called back by his/her elected official, department head or supervisor to work before or after completing the regular work schedule and upon leaving the premises, the employee shall be paid time and a half of their regular rate for time actually worked upon return. In accordance with FLSA, travel time from the home location to the primary work site is not compensable.

- The employee shall be compensated for the actual time worked on call back.
- Holiday pay and overtime pay shall be received in addition to emergency call back pay, if applicable.
- Time actually worked and, if applicable, travel to a remote worksite from the primary work location, shall be included in hours worked for determining overtime hours.
- The provisions of this policy do not apply when the emergency call back causes the employee to return to work less than one (1) hour in advance of his/her start time.
- Employees whose work continues following the end of the regularly scheduled hours of work will not be considered to be called back.

In the event that the elected official, department head, or supervisor advises an employee that he/she is likely to be called back to work after the regular work shift, the employee shall remain fit for duty. An employee's failure to remain fit for duty shall be subject to disciplinary action, up to, and including termination.