

West Virginia University at Parkersburg Board of Governors

**POLICY B-54
EMERGENCY CALL-IN**

Section 1. General

- 1.1 This policy establishes that a regular, non-exempt employee will receive a guarantee of at least two and a half (2.5) hours of compensation, in consideration of the inconvenience of returning to work outside of his/her regular work schedule for emergency call-in situations.
- 1.2 Authority. – W. Va. Code [§18B-1-6](#) and [§18B-2A-4](#); CCTCE Title 135, [Series 4](#); and WVU at Parkersburg Board of Governors [Policy A-45](#)
- 1.3 Effective Date. – August 20, 2009

Section 2. Policy

- 2.1 All regular, non-exempt employees of the West Virginia University at Parkersburg Board of Governors who respond to a request for emergency call-in shall be guaranteed a minimum of at least two and a half (2.5) hours of compensation, at the applicable rate of pay, for each occasion in which the employee responds to an emergency call-in situation, at the request of management.

Section 3. Definitions

- 3.1 Eligible Employee – a regular employee who is designated as non-exempt under the Fair Labor Standards Act.
- 3.2 Emergency Call-In – is when an eligible employee has left the work site, and is requested to respond, on short notice, to an emergency work situation to:
 - Protect or provide emergency services to people, property, facilities or equipment;
 - Mitigate unsafe situations or conditions; and/or
 - Avoid significant service disruption.
- 3.2.1 An emergency call-in may involve either going into work prior to the eligible employee's scheduled shift, coming back to work after the eligible employee's scheduled shift has ended, or coming into work on a scheduled day off.
- 3.2.2 An employee who is asked to report early for his/her regular shift, or stay late after his/her regular shift is not eligible for emergency call-in compensation, because these hours are adjacent to his/her normal working hours. Emergency call-in compensation does not apply to additional shifts scheduled in advance outside of normal work hours. However, the employee will be compensated for all hours worked in accordance with college policies and procedures.

Section 4. Implementation

- 4.1 The Director of Facilities and Grounds is responsible for interpreting this policy and may formulate specific procedures for its implementation in consultation with the Director of Human Resources.
- 4.2 The Director of Facilities and Grounds or his/her designee is responsible for determining when an emergency call-in situation exists. Supervisors of eligible employees are responsible for adhering to the requirements of this policy and ensuring that an eligible employee receives appropriate compensation for emergency call-in situations.
- 4.3 An eligible employee, who responds to a request for emergency call-in on a college recognized holiday or emergency closure, shall be guaranteed a minimum of two and a half (2.5) hours of holiday/emergency closure premium compensation for each occasion in which the eligible employee responds in an emergency call-in situation.
- 4.4 Supervisors will have the option to offer compensatory time off in lieu of monetary compensation. In order to provide compensatory time off in place of monetary compensation the employee must also agree to be compensated with compensatory time off in accordance with college policies and procedures.
- 4.5 Emergency call-in hours will count toward any calculations of overtime pay, in accordance with college policies and procedures.