



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/15/86

SECTION 615	SUBJECT CALL BACK PAY
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Employees who are eligible for overtime compensation are guaranteed a minimum of two hours compensation in cases in which the employee is called back to work after the completion of the regular scheduled work day or work week.

Employees who work more than two hours are compensated for hours actually worked.

Hours worked on call back status are compensated at the overtime rate if they qualify for overtime in accordance with the Overtime Policy.

Travel time between home and work in reporting to call back situations is not considered time worked if the employee reports directly to a regular City reporting location. If the employee is directed to report to a work site other than a regular City reporting location which is a greater distance from the employee's residence than is the regular reporting location, the difference in travel time is considered time worked. If the employee is directed to report directly to a work site other than a regular City reporting location, travel time is not considered as time worked if the work site is the same distance from or closer to the employee's residence than the regular City reporting location.

Court time and other pre-scheduled work time are not considered to fall under this policy. Employees reporting for a scheduled court appearance during off-duty time are guaranteed a minimum of one hour compensation. Other pre-scheduled work time is compensated for actual time worked.

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AMENDS/SUPERSEDES NEW	REFERENCES	APPROVAL
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