

EMERGENCY CALL-IN DIFFERENTIAL POLICY

- Overtime-eligible workers are paid the emergency call-in differential (ECD) in those instances when they have been called in to the campus for a bona-fide emergency and the employee has used leave time during the work week.
- The differential is intended to compensate the employee for the inconvenience of being summoned to work outside their normal work hours and when they would not otherwise be in overtime status.
- The ECD is a flat rate of \$6.75 per hour added to the regular hourly rate. Workers called in as a result of emergency are guaranteed a minimum of two hours regular pay plus the ECD regardless of time actually worked unless 4 and 5 below apply.
- The ECD is not paid if the employee is in overtime status for the pay week or if double-time Sunday or Holiday pay is required by other policy.
- Employees scheduled to work on PTO days do not receive the ECD but employees called in on a PTO day do receive the ECD.
- Emergency status is determined by the area Director or Vice President (or designee) in consultation with the campus Director of Safety and Security (as needed) and will depend on the immediacy of the repair or activity. Examples include, but are not limited to, power outages, network failure, leaks, heating failures, sanitary clean-ups, lock security issues, safety issues, and snow removal.
- Specific overtime-eligible workers are designated as essential employees and are expected as part of their continued employment with St. Bonaventure University to respond to emergency call-ins.

Approved November 15, 2016