

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

MEMORANDUM

TO: SEE DISTRIBUTION

FROM: Gregory L. Wayt, Major General (Ohio), The Adjutant General 

DATE: January 5, 2005

SUBJECT: POLICY – State Employee Procedure Letter #21
Call-Back Pay

1. REFERENCE:

- a. Collective bargaining employees: Article 13.08, AFSCME/OCSEA Contract
- b. Exempt employees: Section 124.181(G), Ohio Revised Code

2. SCOPE: This policy applies to all bargaining unit and exempt state employees of the Adjutant General's Department.

3. GENERAL: Overtime-eligible employees who are called to report to work and **do** report outside their regularly scheduled shift will be paid a minimum of four (4) hours at the straight time regular rate of pay or actual hours worked (if the actual hours worked exceeds 2.67 hours) at the overtime rate, whichever is greater, providing such time does **not** abut the employee's regular shift.

Call-back pay at straight time is excluded from the overtime calculation. Call-back pay is not eligible to be converted to compensatory time since it is not overtime.

Work that is to be performed at the employee's residence shall not be subject to call-back pay, but shall be paid at the applicable regular or overtime rate for the time worked.

Work that is either a continuation of or immediately precedes the employee's regular shift is not subject to call-back pay, but shall be paid at the applicable regular or overtime rate for the time worked.

An employee called back to take care of an emergency shall not be required to work for the entire four (4) hour period by being assigned non-emergency work.

4. PAYROLL REPORTING: Call-back pay is to be recorded as CB on the Time & Attendance Reports.

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