



Emergency Call-Back

For: NonAcademic Staff

Subject: Wages and Salaries

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Applicability

All nonexempt staff.

Definition

An emergency call-back occurs when a nonexempt staff member is asked by management to return to work after leaving the university premises following his or her work shift to take care of some work-related emergency which cannot wait until regularly scheduled working hours. A staff member must be paid for a minimum of four hours for each call-back.

Calculation of Call-Back Pay

If the hours worked are less than four, actual time worked should be recorded on the paper/electronic timecard as Hours Worked. The balance of the four hours should be recorded as Leave with Pay.

If, at the end of the standard workweek, hours paid total more than 40, the staff member will receive time and one-half for all hours paid over 40 ([See Policy 6.7.12, Overtime](#)).

NOTE:

For Cornell University policy information, visit the [University Policy Office](#).