



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Emergency Call Back Policy

Policy:

An emergency callback occurs when a non-exempt employee is asked by management to return to work after leaving Alcorn State University premises following his/her work shift to take care of some work-related emergency. In this situation, the non-exempt employee must be paid for his/her actual time worked, to include the commuting time spent by the employee, in addition to his/her usual commute. The additional commuting time due to the emergency will be accounted for in the calculation of overtime pay (if more than 40 hours are worked during the work week).