

**WEST VIRGINIA UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 53**

**EMERGENCY CALL-IN**

**Section 1. General**

- 1.1 Purpose. – To establish that a regular, non-exempt employee will receive a guarantee of at least two and one-half (2.5) hours of compensation, in consideration of the inconvenience of returning to work outside of his/her regular work schedule for emergency call-in situations.
- 1.2 Authority. – W. Va. Code §18B-1-6 and §18B-2A-4; HEPC Series 4 (133 WVCSR 4); and WVU BOG Policy # 45
- 1.3 Scope. – The benefits of this policy apply to all regular, non-exempt employees of the West Virginia University Board of Governors.
- 1.4 Effective Date. – May 1, 2009
- 1.5 Revision History. – This is the first emergency call-in policy implemented by the West Virginia University Board of Governors.

**Section 2. Policy**

- 2.1 All regular, non-exempt employees of the West Virginia University Board of Governors who respond to a request for emergency call-in shall be guaranteed a minimum of two and one-half (2.5) hours of compensation, at the applicable rate of pay, for each occasion in which the employee responds in an emergency call-in situation, at the request of management.

**Section 3. Responsibility for Interpretation**

- 3.1 Responsibility for interpretation of this policy rests with the Office for Legal Affairs.

**Section 4. Responsibility for Application/Development of Procedures**

- 4.1 Responsibility for application of this policy and the development of procedures rests with the Division of Human Resources, in consultation with Legal Affairs. Any procedures developed by the Division of Human Resources or material changes thereto shall be posted for ten (10) working days before the procedures become effective.
- 4.2 For additional information regarding the application of this policy please refer to the [Emergency Call-In](#) procedure.