

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

CALL-BACK PAY			
POLICY NO.	4.15	EFFECTIVE:	01/02/2024

- A. Non-exempt employees called in to work outside their normally scheduled work hours shall be entitled to receive a minimum of two hour's pay at the appropriate overtime provisions for their class, or overtime pay for the actual hours worked, whichever is greater. Employees shall be paid from the time they receive the call to report to work until the time they are released. Employees are not paid for the time spent traveling to their home.
- B. Exempt personnel required to return to work under this policy shall be reimbursed for the mileage on their personal vehicle as established in Section 11.1 of the Personnel Rules. Regularly scheduled meeting of the Board and its committees meeting after hours are not a return to work for Department heads for mileage reimbursement.