

**TYLER INDEPENDENT SCHOOL DISTRICT**

**PAYROLL PROCEDURES**

**CALL OUT DUTY**

**PURPOSE:**

To establish procedures for processing payment to employees who are called out to work outside of regular work hours.

**PROCEDURE:**

Each day an employee is called out to work, they will be guaranteed a minimum of 3 hours of pay for that day. This type of pay is usually in conjunction with On Call Duty. This does not include extended hours of an employee's regular work schedule.

If the job requires more than 3 hours, the employee will be paid the actual hours worked to complete the job.

Whether the pay is processed as overtime or extra time will depend on the actual hours worked in that work week. Actual hours worked over 40 hours in one week, will be paid at 150% of the employee's regular hourly rate of pay.

Multiple call-outs in one day are added together to determine the total hours paid. Total hours for each call out will include drive time from and back home.

**PAYROLL PROCESSING:**

Call Out hours will be entered by the Payroll Department into the TEAMS System as Supplemental Pay under:

- 420 Security Call Out
- 421 Security Call Out - Maintenance
- 422 Security Call Out – Athletics
- 423 Security Call Out – Food Service
- 424 Food Services Call Out
- 425 Maintenance Call Out

On Call duty is included in the payroll period that the duty is worked and paid on the appropriate pay check according to the Payroll Report Schedule posted on the Tyler ISD web site. On Call duty will be paid and not pooled.