

**400.9 Emergency Call-Ins**

Employees may be called in to work after hours and weekends due to emergency conditions. Management will make every reasonable effort to equally rotate these calls and work assignments to make them fair and equitable to all. Callback pay, overtime, or compensatory time off will be granted in accordance with State Personnel rules.

If any Facilities Management employee is contacted for emergency call-in work they should:

- a. Take immediate responsibility. Do not refer the caller elsewhere.
- b. If the situation requires immediate attention, decide what actions are required.
- c. If situation is not within area of expertise, contact appropriate personnel if the situation requires immediate attention.