

ST. JOSEPH ACADEMY  
(SJA)

Department:	Facilities
Number:	500.4
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I. Policy:

It is our policy that when a maintenance employee is called in for an emergency they get paid 3 hours for coming in, even if they only spend 5 minutes in the building. If they are in the building longer than 3 hours they will be paid at their normal rate.

II. Procedures:

The following procedures must be observed: the employees must sign in and out to monitor their time in the building.

- A. The employee must be on call.
- B. If the employee is not on call the emergency response must be approved by the Facilities Supervisor.
- C. The 3 emergency hours will be paid as straight time.
- D. Any time over the first 3 hours will be paid at applicable hourly rates.

Approved by: Tabia Malone  
President/CEO

Date 2/4/2020