Call-In Pay Policy



Model Policy on Call-In Pay

1. **POLICY**
    - Appropriate overtime rate will be paid to an employee who has left the workplace and is later called back to work outside of regular hours for the greater of four (4) hours worked outside their regular shift hours.

- The need to Call-in an employee to work after regular hours shall be limited to emergency situations, whenever possible.

2. **PURPOSE**

- To ensure consistency throughout XYZ Co. related to payment of employees who are called in to perform work at times other than their normally scheduled hours is the purpose of this Statement of Policy and Procedure.

3. **SCOPE**

- This Policy applies to Non-Union employees who are eligible for overtime – payment..

4. **RESPONSIBILITY**

- Ensuring the proper administration for this policy and for accurately recording Call-in overtime on the Overtime Reporting Form, or the employee's time card is the responsibility of the managers.

5. **DEFINITIONS**

None.

6. **REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

SPP HR 2.06.BC – Hours of Work

SPP HR 3.06.BC – Overtime

SPP HR 3.07.BC – Reporting Pay

7. **PROCEDURE**

Call-in Pay is to be coded as such on necessary payroll documentation.