



Procedure Statement:

Compensation for an employee when the employer has called them in for work at a time other than that of his or her regular scheduled shift.

Definitions:

Call in - The employee is requested by the employer to return to work expectantly at a time other than that of his or her regular scheduled shift.

Call in pay - Compensation given to the employee who has been called in.

Employer - The Executive Director or their designate acts on behalf of The Flower Cart.

Procedure:

When an employee is called in by the employer:

- a) When an employee has accumulated time as an employment benefit, a minimum of three hours of time is accumulated for any amount of time worked up to and including three hours. The fourth and each additional hour of work are counted as time for time.
- b) When an employee does not have accumulated time as an employment benefit, a minimum of three hours of time is paid on the next pay cheque. The fourth and each additional hour are counted time for time.
- c) The employee who has been called in by the employer must either record accumulated time in their benefits sheet or complete a time sheet and have approved by the employer and submitted to Human Resources on or before noon on the Monday of the pay week.

Related Information:

305 Accumulated Time

Benefits and Conditions of Employment

Contact:

Human Resources Department

Roles and Responsibilities:

Executive Director

- Approve call in
- Make request to employee to come in.

Human Resources

- Receiving call in time sheet, calculating and generating pay.
- Maintaining procedure

Revision History:

March 1998, March 1999, February 2002, October 2004, July 2005, May 2012, March 2013, March 2017