Call-in Policy for Hourly Staff

In the event that hourly staff employees are called in to address emergency situations for Goshen College, the following procedure will be followed:

1. Pay for all call-in hours
   a. Each call that requires a trip to campus will be entered at a minimum of 1.5 hours pay. Time, including travel and work on campus, that exceeds 1.5 hours will be paid according to the exact time involved.
   b. Calls that do not require a trip to campus will be considered a minimum of 1 hour pay.
   c. All work performed on a call-in basis will be paid at 1.5 X normal hourly wage, whether total work for the week exceeds 40 hours or not.

2. Time entry if call-in occurs while on vacation or sick paid leave
   a. If the employee is on vacation or sick paid leave and engages in call-in work, the hours worked will reduce the vacation or sick leave charged for that day. For instance, if an employee had 8 hours vacation/sick leave scheduled, and was called in for 3 hours, he/she will receive 3 hours call in pay and will only be charged 5 hours vacation/sick leave.

3. Time entry if call-in occurs while on a holiday
   a. If the employee is called in during his/her normal working hours on a college holiday, call-in pay will be provided and holiday pay will be added up to the normal daily amount. The hours of the holiday used for the call-in may be taken by the employee as a “floating holiday” within the current college year. For instance, an employee normally works 7:00 a.m.-4:00 p.m. and was called in from 1-3:00 p.m. He/she would receive 2 hours call-in time and 6 hours holiday pay, and be allowed 2 hours of future “floating holiday” time yet that college year.
   b. If the employee is called in before or after her/his normal working hours, call-in pay will be provided and the employee will receive the entire day’s holiday pay.

4. Early call for snow/ice removal for grounds crew
   a. Groundspersons who are called in to remove snow and/or ice prior to normal starting times will be paid regular wages and usually be allowed to leave work early that day. Pay for call-in snow/ice removal after normal hours or on vacation/holiday time will follow #s1-3 above.

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February 2010