

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.