

POLICY AND PROCEDURE MANUAL			
Chapter:	Administration & Human Resources	SPP No.	HR 3.06.OKIB
Section:	Pay and Performance	Drafted:	Mar. 23, 2015
Subject:	CALL BACK to WORK	Approved:	Mar. 24, 2015
Issue to:	All Manual Holders	Amended:	May 17, 2022

3.06 Call Back to Work

1 PURPOSE

1.01 The purpose of this Statement of Policy and Procedure is to recognize, through a payment that work performed on a shift other than an employee’s normal shift may cause disruption of the employee’s normal living pattern.

2 POLICY

- 2.01 Employees called back to work by the OKIB, and who report to work shall receive a minimum of **three** hours pay.
- 2.02 Employees called back to work by the OKIB and who report to work and work in excess of three hours shall be compensated as per the Overtime policy.
- 2.03 Where the employee has worked a normal Workweek of **thirty seven and a half** hours and is called back to work, the Call Back to Work policy shall apply. This policy does not apply to employees who voluntarily provide services to the community.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees who are not Exempt Employees.

4 RESPONSIBILITY

- 4.01 Employees are responsible for recording, at the end of each pay period, the call back pay.
- 4.02 Division directors are responsible for approving the call back pay.

5 DEFINITIONS

Exempt Employees means division directors, who are exempt in accordance with the Canada Labour Code and are not eligible for pay when called back to work;

Workweek means standard work week defined for OKIB full time employees which is 37.5 hours.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Canada Labour Code (*Reporting Pay*)

7 PROCEDURE

- 7.01 Each division director shall verify that the call back to work pay is accurately recorded on the employee’s timesheet.
- 7.02 Division directors are responsible for authorizing a call back to work for an employee except in cases of emergency where that duty may be delegated. Division directors must authorize the call back to work as soon as possible after an emergency.

8 ATTACHMENTS

None

9 REPEALS

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