



Call Back/Show Up Dismissal Pay Policy

Location(s): SVP; WCP

Employees will receive a minimum of 2 hours pay ONLY under the following circumstances:

- Employee is called back to work for reasons authorized by management after their shift has concluded on a given day.
 - Employee is called to work for reasons authorized by management on a day they were not scheduled to work.
 - Employee arrives at work for a scheduled shift and is sent home before 2 hours due to mechanical, environmental or emergency circumstances.
1. **In all cases, employees should clock in when they arrive and out when they leave (complete the assignment/task) at a time clock.**
 - **The adjustment will be processed in payroll.**
 2. **Manager/Supervisor/Group Leader should notate timecard with “Call Back” prior to payroll processing.**

The employee will be excluded from this Call Back/Show Up Dismissal Pay Policy for the following reasons:

- Any scheduled shift, regardless of length.
- Employee chooses to alter schedule or return to work outside of their scheduled shift without management approval.
- Working or taking calls from home.
 - Management/employees should avoid, at all cost, contacting hourly employees after hours or during off days by phone, text, or email except in extreme circumstances.
 - When this happens, the person making the call should document the call/message time, length of the call/conversation and the person contacted during off hours on an Employee Timesheet Adjustment form.
 - The form should be submitted to Payroll immediately. Forms are available in payroll.

This policy is meant to ONLY address emergency situations as determined by management. It should not be used casually or to inflate an employee’s pay (may be subject to disciplinary action).

If Payroll determines that an event does not meet these requirements, only the minutes/hours worked will be paid without the minimum adjustment.

Contact Payroll for questions or clarification.