

CWA

(13-1-2-4)

Employees will be called back after having left the work site for emergencies only. Emergency callbacks will be:

- *Snow Removal*
- *Cold weather checks*
- *Construction projects*
- *Contingency/disaster support*
- *Security-related support (broken windows, unsecured doors)*
- *Any other unforeseen emergencies.*

Employees called back for emergencies will be paid a minimum of four (4) hours plus one (1) hour travel time. All such work done for emergency callbacks will be paid at the overtime rate of one and one-half (1 1/2) of the employees' regular rate of pay.

Employee Called Back to Work after Shift ended at 3:30 PM

Name & ID:		DANDY, JIM A	100195242			
Time Period:		Previous Pay Period ▼				
Punch	Amount	Comment	Approvals	Reports		
Pay Code	Amount	In	Transfer	Out	In	Transfe
		7:00AM		3:30PM		

Employee was called back to work after shift was over and worked from 4:00 PM to 6:00 PM. The employee needs to punch in again when he returns at 4:00 PM and out when he leaves for the day at 6:00 PM.

Timecard											
Loaded: 1:01PM		Name & ID: DANDY, JIM A 100195242		Time Period: Previous Pay Period							
Save	Actions	Punch	Amount	Comment	Approvals	Reports					
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
		Sat 11/01									
		Sun 11/02									
		Mon 11/03			7:00AM		3:30PM	4:00PM		6:00PM	
		Tue 11/04									

Edit the In punch of the newly added shift by right clicking in the In Box and select **Edit Punch**.

In	Transfer
4:00PM	

Add Comment...
Edit Punch...

Choose **New Shift** and click on **OK**.

Edit Punch ✖

Date: 11/03/2008

Time (hh:mm): 4:00PM

Rounded Time:

Time Zone: <None>

Override: New Shift

Cancel Deduction: <None>

Exception: Punch has no exception

Comments: Punch has no comment

Go to the **Transfer Field**, to the Drop Down List and select **Search**. Choose **Call Back** and click on **OK** to pay the employee appropriately.

Work Rule

Call Back

FMA-CWA Weather Call In

(13-5)

Reporting for snow-removal (non-district-wide closures only): Employees who report only to remove snow and ensure that buildings are operational, secure and safe will receive a minimum of five (5) hours of pay at the overtime rate of one and one half (1 ½) times the regular rate of pay.

DANDY, JIM A 100195242

Previous Pay Period

ment Approvals Reports

nt	In	Transfer	Out	l
	7:00AM		9:00AM	

Jim removed snow for 2 hours.

Supervisor goes to the **Transfer** field, **Search**, and choose the Work Rule **FMA – CWA Weather Call In**

Work Rule

Weather Call In Non-Worked

and click **OK**. **“Calculate Totals”**

Totals & Schedule		Accruals	Audits
Daily			
Account	Pay Code	Amount	Wages
10/415/26/2620/00005/0110/2106	Weather Ca...	3.0	102.42
10/415/26/2620/00005/0110/2106	Total OT	5.0	170.70
10/415/26/2620/00005/0110/2106	Total WOR...	2.0	68.28
10/415/26/2620/00005/0110/2106	Weather Ca...	2.0	68.28

Employee is being paid for 5 hours at 1 ½ time his regular rate even though it took him 2 hours to perform snow removal at his school.

CWA district wide closures Hourly

(13-2)

Employees who are required to work during a district-wide school or office closing, when other employees have been excused from regular work duties, shall be paid at the overtime rate of one and one-half (1 ½) times the employees' regular rate of pay.

Jim Dandy was required to work on a day that the school district was closed. Per the agreement, all hours worked should be paid at 1 ½ times Jim's hourly rate of pay.

After Jim has completed his shift, his Supervisor will go into the Transfer button, Search, and choose **CWA District Wide closure hrly.**

DANDY, JIM A		100195242	
Previous Pay Period			
Comment Approvals Reports			
Amount	In	Transfer	Out
	8:00AM	...A Dist Wide Closure Hrly	2:00PM

Jim worked a total of 6 hours.

He receives 6 hours of base pay for hours worked.

He receives 6 hours of additional ½ pay.

He receives 2 hours of his regular hourly rate for non worked hours due to district wide closure.

Totals & Schedule		Accruals	Audits
All			
Account	Pay Code	Amount	Wages
10/415/26/2620/00006/0111/2207	DWC Non ...	2.0	19.44
10/415/26/2620/00006/0111/2207	Half Pay	6.0	29.16
10/415/26/2620/00006/0111/2207	Half Pay No...	2.0	9.72
10/415/26/2620/00006/0111/2207	Total BASE...	6.0	58.32
10/415/26/2620/00006/0111/2207	Total WOR...	6.0	58.32
10/415/26/2620/00006/0111/2207	1000 Hourl...	6.0	58.32

CWA Hazard Pay

No Hazard Pay for Hourly Employees

13-3 Employees required to work during a hazardous situation will be paid the rate of two and one-half (2 ½) times the regular rate of pay for a minimum of five (5) hours, and every hour worked above five (5) hours.

Timecard							
Loaded: 12:59PM		Name & ID: PLUMBER, JOE T		100025853			
		Time Period: Week to Date					
Save	Actions	Punch	Amount	Comment	Approvals	Reports	
		Date	Pay Code	Amount	In	Transfer	Out
		Sun 11/16					
		Mon 11/17			8:00AM		10:00AM
		Tue 11/18					

Joe worked for 2 hours on 11/17 during a snow storm at which time the City of Denver declared a state of emergency. The hazard zone began at 6:00 AM through the day. Although Joe only worked for 2 hours, per the union agreement, he should be paid for a minimum of five hours at the rate of two and one-half (2 ½) times his regular rate of pay.

Supervisor would click in the **Transfer** box. Choose the work rule **Hazard Pay on Shift**.

Timecard Name & ID: **PLUMBER, JOE T** 100025853 Timecard Schedule People
 Last Calculated: 1:09PM Time Period: Week to Date

Save Actions Punch Amount Comment Approvals Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sun 11/16											
	Mon 11/17			8:00AM	;Hazardous Pay On Shift	10:00AM					5.0	5.0
	Tue 11/18											5.0

Totals & Schedule Accruals Audits

All

Account	Pay Code	Amount	Wages
10/415/26/2620/00005/0110/2106	Hazard Non...	3.0	170.70
10/415/26/2620/00005/0110/2106	Total WOR...	4.0	113.80
10/415/26/2620/00005/0110/2106	Total OT	2.0	68.28
10/415/26/2620/00005/0110/2106	ETS - Extra ...	2.0	45.52
10/415/26/2620/00005/0110/2106	Hazard On ...	2.0	68.28

Date	Start Time	End Time	Pay Code	Amount
Sun 11/16				
Mon 11/17				
Tue 11/18				

Go to **Actions**, **Calculate Totals** to view daily hours above. System is paying employee 5 hrs at 2.5 his regular rate of pay. **Save**.