

Policy Number: 13	Report-in Pay	REV. 4 Approved: 11-01-2021
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1.0 PURPOSE:

Define pay for an employee who reports for scheduled work, but the company decides the work is not needed.

2.0 REFERENCE DOCUMENTS:

2.1 2021 – 2026 OCU Base Business Labor Agreement

2.2 Overtime Policy

3.0 GUIDELINES:

3.1 If an employee reports for work at the scheduled time and the Company decides the assigned work is not needed, the employee will be offered a minimum of four (4) hours of work to receive pay at his/her applicable hourly rate.

3.1.1 The employee may be required to perform any type of work that they can perform safely for the hours for which the employee is paid.

3.2 Employees will not receive report in pay if the reason for failure to provide work falls within one of the below reasons:

3.2.1 In cases of a previously announced general plant or department shutdown.

3.2.2 An employee who is absent from work at the time a general plant or department shutdown is announced shall not be eligible for report-in pay if he/she reports for work at what would have been the regularly scheduled time except for such announced shutdown.

3.2.3 An employee who reports to work may elect to waive the four (4) hour minimum report-in pay and be paid only for actual time worked, after approval from his/her supervisor/coach.

3.2.4 In cases where the Company is unable to provide work because of reasons beyond its control, such as: Acts of God, utility breakdowns, civil disorder, fire.

4.0 RESPONSIBILITY:

It is the responsibility of the manager and employee to ensure guidelines are met.

AUTHOR: OCU Policy Committee

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APPROVALS:

Labor Relations Manager: Crystal Brown Date: 12/2/2021

OCU President: Jay Miller Date: 12/2/2021