

# Reporting Pay for Full-time and Part-time employees

Under Article 7.06 of the Provincial Collective Agreement, if a Full-time or Part-time Employee reports for work as scheduled and is requested by the Employer to leave, the Employee shall be compensated for the inconvenience by a payment equal to four hours pay at the Employee's rate of pay.

The Employee shall also be reimbursed for the cost of reasonable transportation expenses for a round trip between the worksite and their home.

If less than four hours remain in the scheduled shift, the Employee shall be paid for the remaining hours of the scheduled shift at the Employee's rate of pay. This does not apply in situations where the start time of the scheduled shift has been changed.

- ♦ Some Employees have been told when they report for work that the entire shift is cancelled, but since the Employer is required to pay them for 4 hours, the Employee must work for four hours. This is incorrect. If the Employee was asked to work 4 hours, they would be paid for 4 hours worked plus 3.75 hours reporting pay, for a total of 7.75 paid hours.
- ♦ If an Employee is sent home and fewer than 4 hours remain in the shift they are paid for the remaining hours, for example, 5 hours of a 7.75 hour shift, they must be paid for the 5 hours worked plus 2.75 hours reporting pay, for a total of 7.75 paid hours.

## Reporting Pay for Casual employees

Under Article 30.03(a)(iv)(A) of the Provincial Collective Agreement, in the event a Casual Employee reports to work as scheduled or called and the Employer cancels the Employee's shift, the Employee shall be paid four hours pay at the Employee's Basic rate of pay.

For more information, contact your UNA local executive or Labour Relations Officer at 1-800-252-9394.

