



# Memorandum

To: All Supervisors  
All Division of Personnel & Labor Relations Staff

From: Nicki Neal, Director  
Division of Personnel & Labor Relations  
Department of Administration

Date: January 9, 2013

Subject: Recall Pay, GGU and SU

This memo is being issued to provide clarification in regards to recall pay for General Government Unit (GGU) employees outlined in Article 22.04 of the GGU contract and for Supervisory Unit (SU) employees outlined in Article 25.6 of the SU contract. Recall hours worked (Earnings codes: 243, 244) count toward the minimum work week requirement but do not count toward the overtime threshold. Non-work recall hours (Earnings code: 245), used to meet the contractual four (4) hour minimum, do not count toward the minimum work week requirement or the overtime threshold. The examples below indicate how recall hours will be handled in various situations.

### Example # 1 (GGU)

Day	Date	Start	Stop	Start	Stop	Start	Stop	Hrs Worked	100	165	243	244	245	250	251
Mon	16	8:00	12:00	13:00	16:30	18:30	21:00	10.00	7.50		2.50				
Tue	17	8:00	12:00	13:00	16:30			7.50	7.50						
Wed	18	8:00	12:00	13:00	16:30			7.50	7.50						
Thu	19	8:00	12:00	13:00	16:30			7.50	7.50						
Fri	20	8:00	12:00	13:00	19:30			10.50	5.00					2.50	3.00
Sat	21							RDO							
Sun	22							RDO							
<b>Totals</b>								<b>43.00</b>	<b>35.00</b>		<b>2.50</b>			<b>2.50</b>	<b>3.00</b>

**Comment:** GGU employee is recalled within four (4) hours of the end of their shift on Monday and works 2.5 hours. They will receive time and a half (1.5x) for all recall hours and then after 5 hours worked on Friday (minimum work week met) they will receive 2.5 hours of straight time (250). The additional 3.0 hours worked on Friday will be paid at time and a half (1.5x) since the overtime threshold has been met.

**Example # 2 (SU)**

Day	Date	Start	Stop	Start	Stop	Start	Stop	Hrs Worked	100	165	243	244	245	250	251
Mon	16	8:00	12:00	13:00	16:30	18:30	21:00	10.00	7.50		2.50				
Tue	17	8:00	12:00	13:00	16:30			7.50	7.50						
Wed	18	8:00	12:00	13:00	16:30			7.50	7.50						
Thu	19	8:00	12:00	13:00	16:30			7.50	7.50						
Fri	20	8:00	12:00	13:00	19:30			10.50	5.00					5.00	0.50
Sat	21							RDO							
Sun	22							RDO							
<b>Totals</b>								<b>43.00</b>	<b>35.00</b>		<b>2.50</b>			<b>5.00</b>	<b>0.50</b>

**Comment:** SU employee is recalled within four (4) hours of the end of their shift on Monday and works 2.5 hours. They will receive time and a half (1.5x) for all recall hours and then after 5 hours worked on Friday (minimum work week met) they will receive 5 hours of straight time (250). The additional 0.50 hours will be paid at time and a half (1.5x) since the overtime threshold of forty (40) hours has been met.

**Example # 3 (GGU and SU)**

Day	Date	Start	Stop	Start	Stop	Start	Stop	Hrs Wrkd	100	165	243	244	245	250	251
Mon	16	8:00	12:00	13:00	16:30	21:00	23:00	9.50	7.50			2.00	2.00		
Tue	17	8:00	12:00	13:00	16:30			7.50	7.50						
Wed	18							0.00		5.50					
Thu	19	8:00	12:00	13:00	16:30			7.50	7.50						
Fri	20	8:00	12:00	13:00	16:30			7.50	7.50						
Sat	21							RDO							
Sun	22							RDO							
<b>Totals</b>									30.00	5.50		2.00	2.00		

**Comment:** GGU or SU employee is recalled after four (4) hours of the end of their shift on Monday and works 2.0 hours. They will receive time and a half (1.5x) for all recall hours (244 and 245) and they are permitted, with supervisor approval, to reduce their leave on Wednesday by 2.0 hours.

*Note: If leave is not reduced on Wednesday the employee would receive 2.0 hours of straight time (250) on Friday.*

For situations not addressed in these examples please contact your payroll office for assistance.

cc: Agency HR Leads

Administrative Services Directors