

Calculating and Reporting Electronic Call Back

| Electronic Call back Time and Reporting Codes | | |
|---|-------------------------------|--|
| Note: depending on your employee type, you will only see some of the codes listed here. | | |
| ECB | Electronic Call Back 4,6,8U | Electronic Call Back for Union employees - 1 hour minimum at the straight time rate |
| ECB0 | Electronic Call Back 4,6,8E | Electronic Call Back for Excluded employees - 1 hour minimum at the straight time rate |
| ECB1 | Electronic Call Bk 1.5 4,6,8U | Electronic Call Back for Union employees at one and a half times as per Article 23.05(b)(i) |
| ECB2 | Electronic Call Bk 2.0 4,6,8U | Electronic Call Back for Union employees at two times as per Article 23.05(b)(ii) |
| ECB3 | Electronic Call Bk 1.5 4,6,8E | Electronic Call Back for Excluded employees at one and a half times as per Article 23.05(b)(i) |
| ECB4 | Electronic Call Bk 2.0 4,6,8E | Electronic Call Back for Excluded employees at two times as per Article 23.05(b)(ii) |
| ECBE | Electronic Call Back Earned | Electronic Call Back time in lieu of pay |
| CB4 | Banked Call Back Taken | All time in lieu goes into the same call back bank as the time recorded for call back when you return to the workplace |

NOTE:

If you return to your workplace during the standby period, the regular provisions for call back while on standby apply. These are to be entered separately from Electronic Call Back.

You cannot claim for both electronic call back and regular call back for the the same period of time: the greater benefit would apply. (i.e. If you returned to your workplace to complete a task and responded electronically to a call on another issue while at work - the regular call back will continue to apply; similarly, when addressing a call electronically and then returning to work to finalize the same issue, the regular call back will apply).

Example on the following page

Note: if your schedule is different than the one described here, your time reporting may be different as well.

The following example shows the actual time worked over a period of 1 week.

This is an indeterminate UNW employee who is an Exception Time Reporter and is on standby after a day of work.

Their schedule is Monday-Friday, 8:30 - 5:00.

They are on standby from 5:00pm - 1:00am, and 1:00am - 8:30am.

Example of Actual Time Worked for Electronic Callback and Corresponding Time Reporting Codes

| New Electronic Call back provisions - 60 minute period commences when work on the call begins | | | | | | | 60 minute period | Time Reporting Code Explanation |
|---|------------------------------|-----------------------------|------------------------------|---|--|---|------------------|--|
| Call # | Time Worked (24-hr clock) | Length of Call (minutes) | Actual Time Entered (hrs) | Time Reporting Code - you will see 1 code | ECB Calculation Info only - do not enter in timesheet | | | |
| Monday | 1 | 17:20-17:25 | 5 | 1 | ECB or ECB0 | 1hr paid | 60 minute period | Call 1 - in this case the greater benefit is the minimum of 1 hour at the straight time rate. |
| | 2 | 17:55-18:20 | 25 | 0.4167 | ECB1 or ECB3@ 1.5 | $0.4167\text{hrs} \times 1.5 = 0.625\text{hrs paid}$ | | Call 2 - This call falls within the same 60 minute period as Call 1, thus the applicable overtime rate for the actual time worked applies. |
| | 3 | 22:20-22:35 | 15 | 1 | ECB or ECB0 | 1hr paid | 60 minute period | Call 3 - This call occurs in a new 60-minute period. In this case the greater benefit is the minimum of 1 hour at the straight |
| | 4 | 22:35-22:50 | 15 | 0.25 | ECB1 or ECB3@ 1.5 | $0.25\text{hrs} \times 1.5 = 0.375\text{hrs paid}$ | | Call 4 - This call falls within the same 60-minute eriod as Call 3, thus the applicable overtime rate for the actual time worked applies. |
| | 5 | 22:50-23:45 | 30 | 0.5 | ECB1 or ECB3@ 1.5 | $0.5\text{hrs} \times 1.5 = 0.75\text{hrs paid}$ | 60 min prd | Call 5 - Part of this 50 minute call falls within the same 60 minute period that began at 22:20 with Call 3 but continues into another 60 minute period that began at 23:20. In this case the greater benefit is to enter the first 30 minutes (0.5 hours) from 22:50 - 23:20 as ECB1 or ECB3 @1.5. Since the next 60 minute period begins at 23:20, the time worked in the new hour from 23:20 - 23:45 is entered as a new 1 hour minimum of ECB or ECB0. |
| | | 25 | 1 | ECB or ECB0 | 1hr paid | | | |
| Tuesday | 6 | 2:20-2:35 | 15 | 1 | ECB or ECB0 | 1hr paid | 60 minute period | Call 6 - In this case the greater benefit is the minimum of 1 hour at the straight time rate. |
| | 7 | 3:05-3:20 | 15 | 0.25 | ECB1 or ECB3@ 1.5 | $0.25\text{hrs} \times 1.5 = 0.375\text{hrs paid}$ | 60 minute period | Call 7 - This call falls within the same 60 minute period as Call 6, thus the applicable overtime rate for the actual time worked applies. |
| | 8 | 4:05-4:55 | 50 | 0.8334 | ECB1 or ECB3@ 1.5 | $0.8334\text{hrs} \times 1.5 = 1.2501\text{hrs paid}$ | 60 min prd | Call 8 - In this case the greater benefit is the applicable overtime for the actual time worked, as it exceeds the minimum 1 hour at the straight time rate |
| | 9 | 6:35-7:15 | 40 | 1 | ECB or ECB0 | 1hr paid | 60 min prd | Call 9 - In this case the benefit is the same as 1 hour at the straight time rate or 40 minutes of overtime at time-and-a-half; because this is a new call, report it as the minimum. |
| | 10 | 7:45-7:57 | 12 | 1 | ECB or ECB0 | 1 | 60 min prd | Call 10 - In this case the greater benefit is 1 hour at the straight time rate. |
| | | | | | | | | |

How to Enter the Accumulated Time for Each Time Reporting Code

| Mon | Tue | Time Reporting Code |
|--------|--------|--|
| 7.5 | 7.5 | REG - Regular hours |
| 2 | 2 | SBW - Standby Worked |
| 3 | 3 | ECB or ECB0 - Electronic Call Back (Min. 1 hr) |
| 1.1667 | 1.0834 | ECB1 or ECB3 - Electronic Call Back @ 1.5x |

ECB or ECB0 on the Monday is for calls 1, 3 and part of 5
ECB or ECB0 on the Tuesday is for calls 6, 9 and 10

ECB1 or ECB3 on the Monday is for calls 2, 4 and part of 5
ECB1 or ECB3 on the Tuesday is for calls 7 and 8