

 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Procedure No.: I-A-PR1	Approval Date: Last Revision:
	Responsible Executive:	
	Signed:	
Title: <p style="text-align: center;">DRAFT - EMPLOYEE RECALL</p>		
Background & Purposes: <p>Employees shall be recalled to work in accordance with their respective collective agreement.</p>		

GENERAL

1. Guidelines:

- 1.1. This procedure shall be in force for all Facilities unionized employees.
- 1.2. To avoid missing the payroll cut-off the approved Staff/Student Appointment Form (below) shall be delivered to the staff records clerk at Facilities Administration **no later** than one week prior to the date of the employee's return to work.
- 1.3. The staff records clerk at Facilities administration shall maintain a list of all laid off employees by section.
- 1.4. Recalls require the approval of the respective Director or designate

PROCEDURE:

- 1.1. The supervisor shall contact the recalled employee (s) upon receiving verbal approval from their senior manager. (The return to work date should be no sooner than one week hence to allow for payroll processing).
If no verbal contact can be made then the supervisor shall have their division secretary send a double registered letter to the employee (copy to the staff records clerk). Should no response be forthcoming from the employee after seven days from the delivery of the notice then his/her seniority will be considered to have lapsed and the supervisor may contract the next employee.
- 1.2. Once an employee has been selected, the supervisor will complete a Staff/Student Appointment Form. The form must be typed and then signed by the senior manager.

The senior manager will then forward the form to the staff records clerk who will date stamp and distribute the copies to personnel and the supervisor.
- 1.3. The staff records clerk will update the manual and computer files.

STAFF/STUDENT APPOINTMENT FORM

This form shall be used for **RECALLING** employees who had previously been laid off.

1. Check the box at the top of the form marked "change to an existing appointment."
2. Employee name.
3. Employee S.I.N.
4. Put an "X" in the appropriate box to indicate Job (union) affiliation.
5. Put an "X" in the box marked Recall.
6. Start date of recall.
7. End date of recall or "until further notice".
8. Facilities and Energy & Water
9. One of; Carpenters, Painters, Electricians, Plumbers, Steamfitters, Sheetmetal, Labourers, Gardeners, Dispatch, Garage, Custodial, Powerhouse, Mechanical Maintenance, Stores, Administration, Operations and Maintenance.
10. VP Finance and Administration
11. Job title recalled employee is being appointed.
12. Job Family/Classification associated with Job title.
13. Complete the necessary boxes with the appropriate information.
14. a) For full-time employees, put an "X" in the first box.
b) For hourly employees, put an "X" in the second box. If part-time, complete the third box with the percentage.
15. Check the appropriate box with an "X" to indicate monthly salary or hourly rate.
16. The F.R.S. account number to which the employee's salary is charged.
17. Facilities and Energy & Water
18. Budget position number for monthly position only. For hourly employees leave blank.
19. Reg.
20. Monthly salary or hourly rate.

21. Start date of recall. (Must be the same date as shown in #6.)
22. End date of recall. (Must be the same date as shown in #7 or, “until further notice”.)
23. Total monthly salary or total hourly rate.
24. Required signature.