

POLICY TITLE: Reporting Pay
POLICY #: SJ08-01-18
SECTION: Human Resources
ISSUING AUTHORITY: Executive Committee
NETWORK APPROVED: November 1, 2019
SUBSEQUENT APPROVAL:

POLICY	To outline the conditions under which employees are eligible for reporting pay.
APPLICATION	All non-union and management employees employed by Unity Health Toronto.
GUARANTEE	An employee who reports for work for a scheduled shift that is seven and one half hours or longer, is guaranteed a minimum of four hours of work, or if no work is available, is paid a minimum of four hours pay at their straight time hourly rate.
SHIFTS LESS THAN 7.5 HOURS	An employee who reports for work for a scheduled shift that is less than seven and one-half hours but more than three hours, is guaranteed a minimum of three hours of work, or if no work is available, is paid a minimum of three hours pay at their straight time hourly rate.
EXCLUSIONS	An employee is not eligible for reporting pay where they have received at least one hour's prior notice not to report for work, or when work is not available due to conditions beyond the control of Unity Health Toronto (ex. fire, flood).
REGULATORY REFERENCE	Ontario Employment Standards Act