

CONTRACT-COVERED RECALL - ACTIVE

P-1 Type 059 Recall of Active Employee

NOTE: Recalls can get confusing as each individual's situation is unique. Please call or email DAS-HRE Pre-Audit if you have any questions at all regarding recalls.

- A 059 Recall – Active P1 is used to recall a current employee to the class from which they were laid off.
- Enter the BrassRing number of the Recall list in the P1 remarks as well as the “Cert. Number” line.
- Upon recall, the employee shall be paid at the same pay rate as when laid off or bumped.
- Employee will receive any pay grade, pay plan, class or general salary increases that occurred during the time the employee was on layoff.
- Enter a note in the P1 remarks about any increases the employee missed while on layoff (step increases, ATBs, etc). Also include calculations for the new rate of pay, if applicable.
- The Step Increase date will be adjusted forward by the period of time on layoff if laid off for more than 30 days. Please refer to the section below for instructions on how to adjust the Step Increase date.
- Employee will have a permanent Employee Status upon recall.
- The Date of Employment, Seniority Date and Vacation Anniversary date will be restored to what they were at the time of layoff.
- Employee's unused accrued sick leave shall be restored if the employee is reemployed within two years following the date of layoff.
- If an employee is recalled in the same fiscal year in which laid off, the “care and necessary attention” leave (“personal” leave for UE/IUP Social Services Unit-covered classes, “temporary care of immediate family” for UE/IUP Science Unit employees) balance at the time of layoff will be restored.
- If recalled in a subsequent fiscal year, personal leave for employees recalled to UE/IUP Social Services classes will be prorated based on the date of recall. Employees recalled to SPOC classes (temporary care of immediate family leave), or AFSCME classes (care and necessary attention leave) may use up to 40 hours during the remainder of the fiscal year, regardless of the date of recall.

Administrative Rule 53.6(11)

53.6(11) Recall. If an employee is recalled in accordance with 11—subrule 60.3(6), the employee shall be paid at the same step or pay rate as when laid off or bumped, including any pay grade, pay plan, class or general salary increases, except as provided in subrules 53.6(1) and 53.6(2). For setting eligibility dates, see subrule 53.7(5).

Also refer to Managers & Supervisors Manual: Chapter 16 Layoff – Section 16.25 Recall

Step Increase Date

Step increase date will carry over from the “From” side of the P1, unless the employee missed a step increase while laid off and was not able to receive it on the “Recall - Term” P1.

If the employee did not receive their past-due step increase on a “Recall - Term” P1 then they will receive the increase when they are recalled to the class from which they were laid off on the “Recall - Active” P1. The step increase date will also be adjusted at that time (if the employee was laid off for more than 30 days). Refer to the employee's “Recall - Term” P1 to verify the employee's original step increase date and to determine whether the employee is due for a step increase.

Please see the next page for an example of the remarks you would enter in the P1 if you have an employee who didn't receive their missed step increase on the “Recall - Term” P1, but who would receive it on the “Recall - Active.”

CONTRACT-COVERED RECALL CONTINUED

Example remarks for the "Recall – Active" P1:

- Recalled 04/27/12 to class from which laid off (Workforce Advisor).
- Laid off 01/05/12 from Workforce Advisor position, pay grade 24. Biweekly salary was \$1974.40.
- Recalled 03/30/12 to Workforce Associate position, pay grade 18, with biweekly salary of \$1640.80 (MX).
- Laid off 85 days (01/05/12 - 03/30/12). $85 / 14 = 6$ pay periods to adjust the step increase date.
- Step increase date prior to layoff: 02/17/12. Since this is past-due, the employee's salary s/b made whole.
- $\$1974.40$ biweekly (salary at time of layoff) / 80 = $\$24.68/\text{hr} * 1.045 * 80 = \2063.20 new biweekly salary.
Step increase date: 02/17/12 to 02/15/13 + 6 pay periods = 05/10/13 new step increase date.

Quick Reference: *Adjusting the Step Increase Date* document for instructions and link to the Time/Date Calculator, <http://www.timeanddate.com/date/duration.html>.