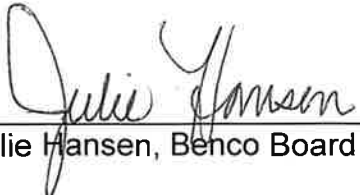


**BENCO
Personnel Manual**

CANCELED SHIFT

The following is a list of situations that are covered under the canceled shift policy:

- When all residents are away from their home and scheduled employee coverage is not needed, the supervisor will arrange for one employee to be “on-call”. The employee must leave a phone number with the cell phone person where they can be reached in case a resident returns home unexpectedly. The employee will immediately report to work, should a resident come home during the employees regularly scheduled shift. The employee should not travel farther than 20 minutes away. Should the recall to work occur on a Benco holiday, the employee will be paid holiday time only for the time they are at the program, the rest of the canceled shift will be paid at the employee’s regular hourly rate of pay.
- When scheduled employee meetings are canceled by the supervisor with less than 2- hour notice, the employee will be paid a their regular rate for the one hour meeting time.
- When scheduled training is canceled by the trainer with less than 24 hours notice, the employee will be paid at their regular rate for the scheduled length of the training.
- Overtime will not be paid for canceled shift hours falling in the same week that the overtime was worked.
- When an employee’s shift is canceled by the supervisor with less than 24 hours notice the employee will be paid at their regular rate for the scheduled length of the shift.

Approved By: 
Julie Hansen, Benco Board President

Date: 7/21/22