

EFFECTIVE DATE: September 7, 2008

SUBJECT: Personnel

AR 08-02

AN ADMINISTRATIVE REGULATION
ESTABLISHING A CALL-BACK AND ON-CALL DUTY
COMPENSATION POLICY

Section 1. Purpose

To set forth a compensation policy for those designated positions which are required to perform on-call duty for after-hour and weekend coverage as well as establishing a call-back minimum pay policy.

This program shall commence on September 7, 2008 and shall continue as long as funding is provided in the annual budget process.

Section 2. Policy

Call Back Pay: For non-exempt employees who have completed a regularly scheduled shift and officially is ordered to and does report back to work for emergency service, the time shall be compensated in accordance with FLSA. On the first call back in a given day, the employee shall be compensated for a minimum of one (1) hour or actual time, whichever is greater. For subsequent call backs in that same given day, the employee shall be compensated for hours actually worked, rounded up to the nearest quarter (1/4) hour.

On-Call Pay: For departments who do not maintain a 24 hour operation and require routine on-call duty in order to respond to after-hour and/or weekend calls, the employee shall be compensated as follows: Ten (10) hours of additional pay at straight time for each full week of on-call time to be reported as such: Six (6) hours for Friday, Saturday and Sunday and four (4) hours for Monday through Thursday. These hours will not be adjusted for on-call time during holidays, etc.

Section 3. Eligibility

Only non-exempt employees of those departments that do not operate 24 hours and who regularly schedule employees to be on rotating call are eligible. On-call pay is normally associated with labor trades personnel who must respond to emergencies in their areas of expertise. Employees shall not be granted on-call pay except by inclusion on a written on-call schedule approved by the appropriate department head. The department head shall make this determination based upon the employee being properly trained and capable of fulfilling the job duties required.

It is the employee's responsibility to be able to immediately and effectively perform the duties required when on-call. If an employee is unable, through illness, emergency, or any other reason to carry out on-call responsibilities and the employee fails to notify his supervisor of the situation, the employee may be subject to disciplinary action.


Eric Honeyfield, City Manager

9/3/08
Date