



EMPLOYEE MANUAL	
Policy Title: ON-CALL PAY	
Policy No.: 11.0	Section Nos.: 11.0 – 11.2
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

11.0 ON-CALL PAY

This on-call policy confirms that such time is not working time but acknowledges that employees deserve compensation for being available during otherwise personal time.

Some employees, because of the nature of their work, may be required to be on-call and available to handle situations outside of their regularly scheduled work hours. Employees qualified to serve in an on-call capacity will be assigned to the schedule on a rotating basis for purposes of serving weekday, weekend and holiday on-call duty. There is no entitlement to be assigned to the on-call schedule. On-call time is not considered working time because the employee is not overly restricted in his/her ability to engage in personal time. An Agency vehicle will be provided while the employee is on-call. This vehicle is to be used for Agency use only. The employee also will be provided a cell phone or radio so that he/she can be reached when called. Use of the vehicle, cell phone, or radio is subject to the other applicable provisions of this policy. The rules for on-call work are provided to employees separately.

11.1 Weekday On-Call Compensation

Employees serving on-call duty on weekdays will receive a minimum of two hours of overtime pay each weekday, regardless of the work performed responding to calls.

11.2 Weekend and Holiday On-Call Compensation

In addition to overtime for time worked, employees assigned to on-call duty will be paid at a flat rate each weekend scheduled day off and any paid holidays while on-call. An on-call employee required to report to work will receive a minimum of one hour of pay.

This rate will be adjusted with any general wage increase, such as a cost-of-living adjustment, market survey or any other such adjustment and is sent out annually.