

## **On-Call Compensation**

**1.0 Purpose** To provide on-call compensation for eligible employees who are required to be on call and report for work upon contact via pager or telephone in the event of an emergency.

**2.0 Definition** On-call pay is the compensation offered to employees to induce them to carry a beeper, pager, cellular phone, or other means of communication during a period the employee is not normally scheduled to work. Doing so allows the County to provide around-the-clock response to areas requiring such services. Being "on-call" does not require the employee to remain on the employer's premises or at a prescribed work place for the employer nor does it prevent the employee from using that time effectively for his or her personal purposes.

### **3.0 Designation of On-Call**

Management is responsible for designating the individuals who are to be placed on call and submit a list of them to the Human Resources Director and County Manager for approval. The provisions of this policy shall not apply to administrative or management personnel. Department Heads are not eligible.

**4.0 Procedure** On-call status will be rotated periodically among employees and will require the carrying of a beeper, pager, cellular phone, or other means of communication during the time on-call. When on-call, the employee is to remain in a suitable condition so as to respond to an emergency. For that reason, alcohol and other intoxicants are not to be consumed when on call. On call employees shall be available to report to work within one hour of receiving a call requiring reporting for duty. If an individual is sick when scheduled to be on call, another employee will be substituted. In turn, the individual who was ill will take over the next on-call period of the substitute.

### **5.0 Rate of Compensation**

*Non-exempt personnel will be compensated for hours worked in response to a call according to the call-in pay policy. The employee will be paid in accordance with the overtime rate (straight time for hours less than 40 per week and time and one-half for over 40 hours. Exempt personnel who are on-call will be designated by the Department Head and shall be paid hour per hour, for every hour worked over 37.5 hours. (Revised 01/17/2012)*

5.1 Standby Pay: An employee will receive compensation for being reasonably confined. The employee will be paid standby pay at a rate of \$.60 per hour for every hour he / she serves on call outside the regular work hours. Rate will be \$1.20 per hour for Holidays. Reasonably confined is defined as being able to respond to work within one hour of receiving the request. When an

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employee is required to work while on call, standby pay is not earned because the employee is receiving compensation for actual work time.

#### **6.0 Call-In Pay**

If an employee is called back to work, emergency call-in time provisions apply. (See Emergency Call-In Pay Policy) If emergency situations can be dealt with properly under the general provisions of emergency call-in pay, the on-call provision shall not be used.

#### **7.0 On-Call Hours Not Working Time for Overtime**

On-call time is not considered as working time for overtime purposes. The employee is free to engage in personal pursuits during any portion of the on-call shift. However, if a monetary payment is made for being on call, it must be included in the regular hourly rate when computing overtime payments.