

City of Bayard Public Works



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November 28, 2022

Mayor and Members of The Council,

I am proposing to you the Mayor and City Council, to eliminate the weekend schedule. By doing this, this will give the maintenance department a full crew for a 5-day work week. As before, the maintenance department would be short one worker both a Thursday and a Friday, due to the weekend schedules regular days off. This is not including any other worker that has had the days approved prior. This will now make a work week Monday thru Friday, on-call Saturday and Sunday. The schedule for weekend will be on-call and would be the responsibility of the worker that is on-call for that week, based on an on-call schedule. The worker is required to come in for 2 hours on Saturday and Sunday. This time is used to check the PRV's, Booster Pumps, and the Oak St. lift station, simply due to the fact that not all of these are running off of SCADA and have to be manually checked for proper operations. These two hours each day are either *Over Time or Comp Time* the workers choice. After the two required hours the employee can return home and be on stand-by for any call. Every 90 minutes the on-call worker is to check for any messages left on the shop answering machine via the phone, (each worker is instructed on how to do this.) If the on-call employee needs any assistance with the original call out, the on-call worker is to call the supervisor immediately. The supervisor will call the employee next on the on-call scheduled for them to assist with the call out. The employee that is called in to assist the on-call employee he will receive call out pay. The on-call employee will be required to fill out a call out form kept at Maintenance Shop with the appropriate information for the call out. All call out are per:

Personnel Ordinance for the City of Bayard.

Section 12: Conditions of Employment

Subsection D: Call out Pay

On-call for the holidays would be as follows; The on-call employee will receive holiday pay for the hours not worked for that day, and will receive time and one half for the worked.

Example: On-call worker scheduled for Christmas Day will receive 8 hours holiday pay, if not called out. If the on-call employee is called out once during the 8-hour holiday, they complete the call out tack in 2 hours they will receive 2 hours at time and one half, and 6 hours at holiday pay. This will apply for all Holiday's. The on-call worker will be required to have the on-call phone **575-912-0354** at all time during their scheduled on-call (*they do not need to have it during working hours*)

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Paez", is written over a horizontal line.

Michael Paez
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