

## **EXISTING**

### **4.09 On Call Policy**

"On-call" is all time outside of regularly scheduled working hours when a non-exempt employee is required to be available on a stand-by basis to respond to a work demand or return back to work. The City reserves the right to require employees to be designated as on-call on a given day or week, as needed. An employee is considered to be in on-call status only when specifically assigned by a supervisor. When on-call, employees are unrestricted in their activities, but must remain accessible by phone or pager and in a fit condition to return to work within one hour.

- A. All non-exempt employees formally designated as on-call will be compensated for four (4) additional hours during the seven-day work period during which they were on-call. This pay is at the employee's regular pay rate.
- B. An employee scheduled for on-call time fails to respond within one hour to a job-related situation requiring immediate action will lose his on-call compensation for that week, and may be subject to disciplinary action, up to and including termination.
- C. Exempt employees are considered to be "on-call" at all times exception when on scheduled time off (i.e. vacation, sick, personal time).

### **4.10 Call Back Pay**

- A. A non-exempt employee who is contacted, but is able to perform the work from home will be paid for the actual hours worked.
- B. A non-exempt employee who is contacted and must return to the work site outside of regularly scheduled work hours will be paid a minimum of one hour, or the actual hours worked, whichever is greater. If the call back merges with the employee's regularly scheduled working hours, the employee will be paid for the actual hours worked or a minimum of one hour, whichever is greater.
- C. A non-exempt employee who is called back to work shall gather any tools or equipment necessary to complete the job. When the emergency is resolved, or a supervisor has decided that the problem can be resolved the next working day, the employee shall return to his work location, put away his tools and equipment. The on-call employee will be compensated at time and ½ for the time he is called out. The on-call employee is responsible for reporting accurate times for the responding call out.
- D. This section does not apply to exempt employees.