

# City of Crockett

## Personnel Policy and Procedure Manual

PD 4.04 (rev. 1)

Chapter: Compensation  
Policy: On-Call Duty

Effective Date: mm/dd/yyyy  
Page 1 of 4  
Replaces: 01/01/2022 New

### Policy.

The City of Crockett (City) designates certain positions as being routinely in an on-call status to meet the City's operational needs. A position's job description will indicate whether the position is routinely in an on-call status. The appropriate administrator or designee may place employees in other positions in an on-call status under special or extenuating circumstances.

### Additional Resources.

Employee Handbook (Appendix B to Employee Personnel Manual), Section VII.C, Employee General Rules of Conduct, Rule 1.04 - Be available while in an on-call status.

### Definitions.

"Callout" is an event (e.g., work order, emergency event) that requires an on-call employee to report to a worksite to perform work outside of normal workhours.

"Callout period" is when another callout requires an on-call employee to go from one call-out worksite directly to another callout worksite.

### Procedures.

- I. On-Call Designation and Responsibility to be Available.
  - A. Departments requiring employees to be on-call must rotate the assignment throughout the department in an equitable and consistent manner determined by the appropriate supervisor.
  - B. An employee will not be in an on-call status when he is on approved vacation, sick, or other approved leave.
  - C. A designated on-call employee is free to pursue personal activities while on call, but he must:
    1. be easily accessible by cell phone;
    2. remain within travel range to be able to arrive at the worksite within a maximum of one hour after receiving a call; and

*Note: An exception to the one-hour response time is if the employee is already on one callout when he receives another callout and he needs more than one hour to complete the current callout. Upon completion of work at the current*

callout work site, the employee must travel to the next callout worksite without delay.

3. remain mentally and physically fit to accomplish necessary services within the required timeframe.

## II. Time Reporting and Pay.

~~A. An on-call employee does not report travel time as time worked. (Reviewer Note: Moved travel time procedures to new Paragraph D, Travel Time.)~~

### A. Stand-By On-Call Pay.

Stand-by on-call pay is compensation paid to an on-call employee for having to be easily accessible and having to remain within a one-hour travel range during the portion of an on-call shift that occurs during his normal time off.

1. Regardless of whether an on-call employee responds to any callouts while on-call, the employee will report the following amount of times as time worked to receive stand-by on-call pay:
  - a. one-half hour for every Monday, Tuesday, Wednesday, Thursday and Friday that is not an observed holiday;
  - b. one hour for every Saturday, Sunday, or observed holiday.
2. The hours paid for being in a stand-by on-call status are:
  - a. in addition to any hours paid for responding to a callout; and
  - b. considered as time worked when determining overtime hours.

### B. Callout On-Call Pay.

Callout on-call pay is compensation paid to an on-call employee when he works due to a callout. On-call public works employees must complete a Public Works Record of Callouts While On-Call form (PERS 4.04A form) for each callout, identifying the shift, callout start and completion date and time, and the address and nature of the callout.

1. For the purpose of callout on-call pay, an on-call shift is a 24-hour shift with the start of the shift being determined by the appropriate City administrator. (For example, for the designated public works on-call employee, a 24-hour on-call shift starts at 7 am each day.)
2. The **first** callout or callout period during a 24-hour on-call shift is subject to a two-hour minimum.
  - a. If the employee works less than two hours on the first call-out or call-out period, the employee reports his time as two hours worked.

- b. If the first call-out or call-out period requires the employee to work more than two hours, he only reports the actual time worked. The two-hour minimum is not applicable. If the time that the employee arrives at the worksite and completes one or more callouts before leaving the worksite is less than two (2) hours, the employee reports the time worked as two hours.
3. For any other callouts occurring during the same on-call shift, the employee only reports the actual time worked. Any time worked over two hours on a single period of call-out(s) must be reported in quarterly (15 minute) increments.

C. Rounds Pay.

Rounds pay is compensation paid to an employee who is assigned to make scheduled rounds on a Saturday, Sunday, or observed holiday (e.g., before, during, and after one or more scheduled events at one or more City parks to ensure the facilities are clean and functional; daily scheduled rounds to ensure plants are operating correctly). The difference between rounds pay and stand-by on-call pay is that the employee assigned to perform rounds has prior notice of the scheduled rounds and the range of hours that he will definitely be working instead of being on stand-by for an overnight period and not knowing if he will need to actually work.

1. Rounds pay is subject to a two-hour minimum per day of assignment.
  - a. If the employee works a total of less than two hours on a day of rounds assignment, he reports his time as two hours worked.
  - b. If the employee works a total of more than two hours on a day of rounds assignment, he only reports the actual time worked. The two-hour minimum is not applicable.
2. If the employee assigned for rounds is also the on-call employee, the provisions for stand-by on-call pay and callout on-call pay will apply in addition to rounds pay.

D. Travel Time.

1. The only travel time that an on-call or rounds employee may report as time worked is:
  - a. The time to travel from the City's standard work location (e.g., public works yard) to the callout or rounds worksite and then the time to travel from the callout or rounds worksite back to the City's standard work location; and
  - b. The time to travel from one callout or rounds worksite directly to another callout or rounds worksite.

2. An on-call or rounds employee may not report the time spent traveling from or back to his personal location as time worked.

EE. On-Call for Last/First Days of Work Cycle.

An employee who is on-call during off-hours on Wednesday night/Thursday morning (last and first days of work cycle) will report any hours worked on callouts ~~call-outs~~ as follows.

1. When work on a callout ~~call-out~~ starts before 12:00 pm (midnight) on Wednesday night, the employee reports all **consecutive** hours worked on that callout ~~call-out~~ as Wednesday's work hours regardless of how long it takes to complete the work on the callout. ~~call-out~~. If there is a work break where the employee leaves the worksite and then later returns to the same worksite after 12:00 pm (midnight), the employee will report only the hours up to the work break as Wednesday's workhours.
2. When work on a callout ~~call-out~~ starts after 12 pm (midnight) on Thursday morning (e.g., 12:30 am), the employee reports the hours worked as Thursday's workhours.

FD. Working On-Call on an Observed Holiday.

The City considers on-call work and rounds assignment work performed on an observed holiday (see PD-6.02) as holiday time worked. The City will pay an employee working such ~~on-call~~ hours at a rate of 1-1/2 times the employee's regular pay.

GE. Overtime Determination.

Whether on-call hours or hours of rounds assignment that are reported as time worked other than on a holiday will result in overtime hours will be determined in accordance with PD-4.03, FLSA Overtime Hours and Compensatory Hours.