

MEMORANDUM

TO: Jon McCraw, Diamondhead City Manager
FROM: Melissa Williams
RE: **PROPOSED LANGUAGE FOR PUBLIC WORKS – ON CALL POLICY
AMENDMENT FOR EMPLOYEE HANDBOOK**
DATE: May 25, 2023

The following language is suggested as an amendment to **Section 113. Compensation.**
Public Works – On Call Policy:

Public Works employees may be called out after hours (hours outside of the normal 8-hour, Monday-Friday daily schedule), for required inspection, service, and repairs.

The Public Works on-call employees shall be credited two (2) hours comp time, each weekday, for being on call, with a two (2) hour minimum for call out (at one and a half times their hourly rate, comp or paid, at employee's discretion).

The Public Works on-call employees shall be credited four (4) hours comp time, each weekend day, for being on call, with a two (2) hour minimum for call out (at one and a half times their hourly rate, comp or paid, at employee's discretion).

Time credited begins at the time the Public Works employee is on City property (building, vehicle, etc.), until leaving City property. The employee is required to record time on the employee's timesheet. Any and all after-hours time must be approved by the Public Works Director and detailed on the timesheet, including any and all backup documentation of the emergency call-out. It is the Public Works Director's responsibility to verify who and what after hour emergencies were made and that it is documented properly before turning timesheets in to the Payroll Department.