
VILLAGE BOARD MEETING**From:**

Meghan Winkler, Clerk/HR Manager

VILLAGE OF HARRISON**Meeting Date:**

July 28, 2026

Title:

On Call Policy Update

Recommended Action:

Motion to approve the proposed On Call policy as presented and authorize its inclusion in the Village's Personnel Manual, replacing the existing On Call policy, effective September 7, 2026.

Background and Additional Information:

Prior to sharing with the Village Board, the proposed policy was shared with department heads for review. Department heads were given the opportunity to provide feedback. The proposed policy was prepared to provide clearer and more consistent guidance for employees assigned to on-call responsibilities.

The current On-Call Pay policy provides general compensation rules for employees who are called back to work outside of their normal schedule. It also sets different on-call stipend amounts for Utilities Operators and Public Works employees.

The proposed policy keeps the existing callback pay structure, meaning non-exempt employees who are called back to work while on call would still be paid for actual hours worked or a minimum of two hours, whichever is greater, at one and one-half times their regular rate of pay.

The main change is that the proposed policy creates a consistent on-call stipend of \$30 per day or \$210 per week for designated employees, including employees in the Department of Public Works and Harrison Utilities. This replaces the different stipend amounts currently used for those departments.

The proposed policy also adds clearer expectations for employees while they are on call. Employees must remain reachable, keep communication devices charged and accessible, respond to calls within 15 minutes, report to the assigned work location within 30 minutes unless otherwise directed, remain fit for duty, stay within a reasonable geographic distance not to exceed 30 miles from the Village, and maintain reliable transportation.

In addition, the proposed policy clarifies how on-call schedules will be created and communicated. On-call assignments would be scheduled in advance by the designated Department Manager and provided to affected employees at least one month before the schedule begins.

The proposed policy also addresses exempt employees who may be assigned on-call responsibilities. Exempt employees designated as on call would receive the same stipend and

may be permitted to flex their schedules when they have substantial on-call duties, subject to supervisor approval and operational needs.

Overall, the proposed policy provides more detailed guidance on compensation, scheduling, response expectations, supervisor approval, coverage changes, and consequences for failing to meet on-call requirements. This should help ensure the policy is applied more consistently across departments and better supports the Village's operational needs.

Budget Impacts:

Minor impact for Public Works to reflect an increase in the weekly on-call pay. For Utilities there will be a saving going to only one on call versus some days two people on call.

Attachments:

Current On Call Policy

Updated On Call Policy