

Village of Harrison

On-Call Assignment and Compensation

Non-exempt employees designated by the Village as on-call, including employees in the Department of Public Works and Harrison Utilities, shall receive an on-call stipend of \$30.00 per day or \$210.00 per week. Only one employee shall be assigned to on-call duty per day. On-call assignments will be scheduled in advance and will follow the Village's payroll schedule, beginning Monday at the start of the shift and ending the following Monday at the start of the shift. The on-call schedule shall be established by the designated Department Manager and communicated to affected employees at least one month before the start of the on-call schedule.

Non-Exempt employees called back to work outside their normal work schedule while on call shall be compensated for actual hours worked or a minimum of two (2) hours, whichever is greater, at one and one-half (1.5) times the employee's regular rate of pay, consistent with applicable law. For payroll purposes, callback hours worked begin upon the employee's arrival at Village Hall or the Harrison Utilities building. Hours worked immediately preceding or following a regularly scheduled shift shall be compensated in accordance with applicable wage and hour laws and Village payroll practices.

The Village reserves the right to modify on-call assignments or response expectations due to operational necessity or emergency conditions.

While assigned on-call, employees must:

- remain continuously available and reachable by telephone or other designated communication device;
- keep all communication devices operational, charged, and accessible;
- respond to a call within fifteen (15) minutes;
- Report to the assigned work location within thirty (30) minutes of notification, unless otherwise directed by a supervisor or authorized Village representative;
- remain fit for duty at all times and refrain from consuming alcohol or using any substance that may impair safe job performance;
- remain within a reasonable geographic distance, not to exceed 30 miles from the Village, to satisfy required response times; and
- maintain reliable transportation and the ability to perform assigned duties.

Exempt employees may be assigned on-call responsibilities when the position requires availability to respond to operational emergency conditions outside of normal work hours. Exempt employees designated by the Village as on-call (to include Department

of Public Works, and Harrison Utilities exempt employees) shall receive an on-call stipend of \$30.00 per day or \$210.00 per week. Exempt employees assigned substantial on-call duty may be permitted to flex their schedules, subject to supervisor approval and operational needs. Substantial on-call duty means at least 20 hours of assigned on-call time in a workweek, 80 hours in a month, or recurring evening, weekend, or holiday on-call coverage that significantly affects the employee's ability to use non-working time for the employee's own purposes, as determined by the Village. The Village will administer on-call assignments and compensation for exempt employees in a consistent and non-discriminatory manner in compliance with applicable federal and state law.

Employees responding to an on-call assignment must obtain prior approval from the appropriate supervisor before calling in any additional employees or other personnel (contractors) to assist.

Employees who are unable to fulfill an on-call assignment must notify their supervisor immediately. Any change in on-call coverage must be approved by the supervisor or department head.

Failure to meet the requirements of on-call status may result in forfeiture of on-call stipend, disciplinary action, or other corrective action deemed appropriate by the Village.