



## Policy for On-Call Pay for Public Works Employees

**STATEMENT OF PURPOSE:** The City of Rollingwood requires public works employees to be on-call for matters and emergencies related to the city's water and wastewater systems. This policy sets a process for those employees to receive appropriate compensation when placed on-call.

**PROCEDURES:** The City requires one full-time, regular, non-exempt public works employee to be on-call duty at all times outside of public works department regular schedule. Public works employees are scheduled to be on call on a rotating weekly basis. Switching on-call weeks is not allowed unless approved by the Public Works Director or their designee.

City of Rollingwood non-exempt public works employees shall receive compensation of \$40 per day on-call shift. This compensation will remain the same regardless of the day of the week or if on a holiday.

If a call-out is required, the on-call shift compensation of \$40 will be forfeited with the following taking place:

1. Non-exempt public works employees who are off-duty and receive notification to return to duty status one (1) hour or less before the start of their regularly scheduled shift shall receive one (1) full hour of compensation at one and a half (1.5) times their regular pay.
2. Non-exempt public works employees who are off-duty and receive notification to return to duty status shall receive a minimum of three (3) hours of compensation at one and a half (1.5) times their regular pay when notified to return to duty status:
  - a. After the conclusion of their regularly scheduled shift, or
  - b. More than one (1) hour before their regularly scheduled shift.
3. Non-exempt public works employees who are off-duty and receive notification to return to duty status shall receive only fifteen (15) minutes of compensation one and a half (1.5) times their regular pay should the callback be cancelled within fifteen (15) minutes of the notification.
4. Non-exempt public works employees who are off-duty and receive notification to return to duty status on a city approved holiday shall receive compensation of two and a half (2.5) times their regular pay as stated in the City Employee Handbook.

If a public works employee is not on-call and they receive notification to return to duty status on a day that is not a city approved holiday, they will be paid one and a half (1.5) times their regular pay for all hours worked. If a public works employee is not on-call and they receive notification to return to duty status on a city approved holiday, they will be paid two and a half (2.5) times their regular pay for all hours worked.