



On-Call and Call-Back Policy 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. Being *on-call* means that the employee is not at work, but is available in case they are called back by their employer outside of their normal working hours. A *call-back* is when the employer calls an employee back in to work outside of their normal working hours. A call-back can occur whether an employee is on-call or not.

This policy establishes the procedure in which public works employees are placed on On-Call Duty, the department’s requirement for their conduct while so designated, and establishes a process for public works employees to receive appropriate on-call and call-back compensation.

ON-CALL PROCEDURES:

A. General

The City requires one full-time, regular, non-exempt public works employee to be assigned to On-Call Duty at all times outside of the public works department regular schedule. Public works employees are scheduled to be on On-Call Duty on a rotating weekly basis. The Public Works Director or their designee will specify the exact hours the employee is to be on-call. Switching on-call shifts is not allowed unless approved by the Public Works Director or their designee.

B. Employee Responsibilities

1. Employees assigned to On-Call Duty, are free to continue with all their normal off-duty activities provided that they remain mentally and physically fit to perform their duties during the entire period of On-Call Duty. Employees assigned to On-Call Duty shall not consume alcoholic beverages.
2. Employees assigned to On-Call Duty shall be able to arrive in Rollingwood within one hour or less driving the speed limit.
3. Employees assigned to On-Call Duty, who cannot immediately respond because of illness or other emergency, must contact the Public Works Director or their designee as soon as they are aware that they will not be able to respond to a call to duty.

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C. Compensation

City of Rollingwood non-exempt public works employees shall receive compensation based on the average amount of time spent on On-Call Duty during a regular pay period. Compensation will be based on a rate of \$40 per weekday and \$80 per weekend day spent on-call. In addition to the on-call pay, if the employee is called to duty during the on-call period, they will be paid a minimum of two (2) hours of compensation at one and a half (1.5) times their regular pay. If a call-back is required on a city approved holiday, and the employee shall receive a minimum of two (2) hours compensation at two and a half (2.5) times their regular pay.

CALL-BACK PROCEDURES:

A. General

If a public works employee is called back in to work outside of normal operating hours, whether or not the employee is on-call, call back procedures begin. Call-back pay begins from the time the employee receives the call to return to duty status and ends when the task is finished.

B. Employee Responsibilities

If an employee is called back in to work and the employee is not mentally and/or physically fit to perform the duties that they are being called back to perform they must notify the Public Works Director or their designee immediately and must not report back to work.

C. Compensation

If a call-back is required on a non-holiday, the employee shall receive a minimum of two (2) hours of compensation at one and a half (1.5) times their regular pay. If a call-back is required on a city approved holiday, and the employee shall receive a minimum of two (2) hours compensation at two and a half (2.5) times their regular pay as stated in the City Employee Handbook.

Failure to follow this policy will result in disciplinary action up to and including termination.