

## On-Call/Call-In Policy Samples

### Glasgow, MT

#### ARTICLE 6. STANDBY

Employees on call shall receive \$1.50 for every hour that they are on call status, this would apply to all departments. Such employee, who is on standby and is called out to work shall, in addition to standby pay, receive a minimum of two (2) hours pay at the rate of one and one-half (1-1/2) times his regular hourly rate of pay for each call-out.

An employee, on call, who fails to report for duty within thirty (30) minutes from time of placement of the initial call to work, shall forfeit his compensation for standby time to which he would otherwise have been entitled.

Supervisors may, from time to time, work standby as is required in emergency situations, on holidays, or when City employees are temporarily unavailable for standby work.

The Director of Public Works or, in his absence, his designee shall be the only people who have the authority to place employees on standby status. The Director of Public Works and the Street Supervisor will meet before the weekend and if needed will place an employee on stand-by.

### Fairfield, MT

#### 24.0 ON-CALL SYSTEM

A weekend/holiday on-call schedule is prepared on a monthly basis by the Public Works Director. On-Call employees must remain in telephone or radio contact at all times during the assigned weekend/holiday. The duties of the on-call employee include water testing and response to emergencies that may arise that cannot be handled during regular business hours.

### Cutbank, MT

"Our crew is Union and they get \$70 per day of being on call. If called out, they get overtime for the hours worked. When on call they get at least one hour of overtime for checking a few things that need to be checked daily. Weekends and all holidays are days that they get the \$70. They get nothing for being in call during the week unless they are called out."

### Fairview, MT

\*\*Section 19

#### \* D. ON CALL PAY

All Water/Waste Water Certified Public Works Employees are subject to be on the weekend rotation for Call Back/On Call. These employees will receive 3 hours at regular rate of pay for each Saturday and/or Sunday they are on call for a maximum of 6 hours per weekend. These hours will be added to their

regular time sheets. If an employee is called back to duty for emergency, they will be paid their appropriate rate of pay for hours worked, including overtime pay if applicable.

Police Officers will receive an additional \$100.00 per month for on call pay to be paid on the last payroll of the month. If an officer is called back to duty for emergency, they will be paid their appropriate rate of pay for hours worked, including overtime pay if applicable.

### **Whitefish, MT**

Call-Out Time: When an Employee is called back to work at a time other than his regular shift, he/she will be given two (2) hours work or paid a minimum of two (2) hours overtime pay. If an Employee is called back to work between the hours of 10:00 p.m. and 5:00 a.m., he/she will be given three (3) hours work or three (3) hours overtime pay. However, if there are regularly scheduled Employees working during the call-out, the oncall Employee receiving the call will contact the regularly scheduled Employee to respond to the call-out as a part of their regularly assigned duties. If the regularly scheduled Employee is busy with another task that cannot be delayed and is unable to respond, the on-call Employee will respond.

Hold-Over: In the event the Employer holds an Employee over his/her normal workday for four (4) hours or more, the Employee will be provided a free meal or fifteen dollars (\$15.00) at the option of the Employer.

On-Call Time: Employees serving on-call duty will be paid sixty-six and 55/100 (\$66.55) dollars per day for Saturdays, Sundays and holidays and thirty-nine and 94/100 (\$39.94) dollars per day for Monday through Friday (other than holidays), plus call back time as provided for in this Article 10 paragraph one. The amounts for standby time pay will increase annually on July 1 of each subsequent year beginning FY21 by the Consumer Price Index for All Urban Consumers, West Region, December through December, as published by the Bureau of Labor Statistics up to a CAP of four percent (4% [3.5% for third year]) and a floor of zero percent (0%).

The Employees will work together to establish standby schedules and the Employer will accept those arrangements, to the extent the Employer determines staffing needs are met. The Employer reserves the authority to establish schedules for standby shifts and assign standby duties but agrees to exercise that authority only if the Employer determines staffing needs cannot be met through the Employees scheduling efforts. All Employees, except the Mechanic, will be available for standby duty assignments. The Employer will have sole authority to establish standby policies and procedures and will do so with input from the Employees. The standby provisions of the Agreement will in no way restrict the City's right to hire temporary outside forces to address urgent needs on weekends or holidays if City Employees are not available.

Scheduled WWTP Weekend Work: Employees who are on on-call duty and perform the weekend daily checks of the wastewater treatment plant will be given two (2) hours work or paid a minimum of two (2) hours overtime pay. There is no call back time granted for these scheduled hours of work but call back time could apply for other times in the same day. This clause will terminate when the new wastewater plant is online.