

Personnel Policy Changes – Redlined:

Section XIII – Employee Classification

C. ON-CALL AND DUTY PHONE EMPLOYEES

~~Those employees subject to being called to respond by telephone or to return to work in an emergency, but are otherwise free to use their time for personal activities are “on-call employees.”~~
On-call employees must respond to a telephone call, e-mail, or emergency alert remotely within 15 minutes, but have up to 1 hour to report to any physical location when necessary.

Those non-exempt employees who are responsible for holding/carrying a City issued mobile device for on-call support and after-hours communication. The duty phone must be carried by the designated on-call employee at all times during the employee rotation. The duty phone is to be used exclusively for City business and is not to be used for personal communications.

On-Call/Duty Phone rotations will be managed at the Division level and the Procedures developed by the Department Head.

Section XIV – Compensation Policies

O. ON-CALL AND DUTY PHONE COMPENSATION

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This On-Call and Duty-Phone Compensation Policy applies to employees in Public Works Streets, Utilities, Wastewater Treatment Plant, and Water Treatment Plant.

Facilities and/or operations that are functioning 7 days per week, the compensation for holding/carrying the City issued mobile device for on-call support and after-hours communication is \$20.00 per day.

Facilities and/or operations that function Monday thru Friday, the compensation for holding/carrying the City issued mobile device for on-call support and after-hours communication is \$20.00 per weekday (M-F) and \$30.00 per weekend day (Sat-Sun) and City observed holidays where City facilities and/or operations are closed and not performing operations or services.

If physical response is needed, employee shall receive a minimum call out compensation of 1 hour or actual time worked, paid at 1 ½ times the regular rate of pay. If call out occurs on a holiday, compensation to follow the City's Holiday Policy, as outlined in Section XV-C of this Personnel Policy.

Employees to follow Department/Division specific on-call guidelines.

P. WASTEWATER TREATMENT PLANT EMPLOYEES

Given the hazardous conditions at the Wastewater Treatment Plant facility, employees of the Wastewater Treatment Plant facility will receive \$3,000 annually in Hazardous Pay. This pay will be paid on all paychecks, including the 3rd paycheck of the month. This pay is effective until the new, Administration building is completed and operational. Hazardous Pay will be pro-rated for hire or termination dates.

Section XV – Employee Benefits

3.4. The City may recover from the employee the premiums that were paid for the employee's medical or dental coverage during the leave period not covered by any leave bank if the employee does not return to work at the end of the leave of absence. The City may deduct these premiums from the employee's final paycheck or collect through other means.