COUNCIL ITEM AGENDA REQUEST FORM

Department: Public Works

Meeting Date: 11/19/2026 **Staff Contact:** Phillip Trocquet, Asst. Town Mgr.
Agenda Section: New Business

Staff Report:

Item Description:

Consideration to approve an amendment to the Town of Tyrone Employee Handbook to add provisions for an On-Call/Standby Duty policy (Chapter 20)

Background/History:

The Town of Tyrone has not had a dedicated on-call policy for public works and was in need of a policy to address essential Public Works operations through standing on-call rotations. The new chapter only applies to non-exempt public works staff primarily aimed at our maintenance technicians and maintenance supervisor who are currently performing these duties under our overtime/comp time standards only.

Findings/Current Activity:

The application of this policy will result in on-call duty rotation of no more than 4 consecutive days as assigned by the Public Works Director or their designee. During a rotation, the on-call employee must remain reachable to both report back and report on-site quickly.

A major component of this policy is the addition of a premium pay provision equivalent to one hour of regular pay for each day an employee is on-call. Call-back to a work site is still paid at the greater of two hours or actual time worked, including travel. Telephone-only work will be paid for actual time in quarter-hour increments. The Town's overtime and comp time policies will continue as adopted. Responses declared inclement-weather or emergencies remain under the inclement weather chapter of the employee handbook.

Is this a budgeted item? _____ If so, include budget line number: _____

Actions/Options/Recommendations:

Staff recommends adoption of the Employee Handbook Chapter 20, On-Call / Standby Duty policy as presented.