TOWN OF TYRONE

EMPLOYEE HANDBOOK

DRAFT

CHAPTER:	Handbook – On-Call / Standby Duty | Chapter 20		
EFFECTIVE DATE:	[Pending adoption]	**PAGES:**	3
REVISION DATE:		**DISTRIBUTION:**	All Personnel

A. Purpose

This policy establishes how the Town provides continuous after-hours coverage for essential public works operations through an on-call (standby) rotation. It defines who serves on call, what is expected of them and how they are compensated. All Public Works employees are subject to requests for emergency on-call consistent with the Town's emergency management plan or inclement weather policy.

B. Applicability

1. This policy applies only to non-exempt employees in the Public Works Department.
2. On-call policy for the Town of Tyrone Police Department shall be governed by chapter 14.2, "Call-Outs," of the Police Department Standard Operating Procedures Manual.
3. Exempt employees are not eligible for the on-call premium or call-back pay under this policy. Additional work performed by exempt employees during emergencies is governed by the Classification and Compensation Plan.

C. Definitions

1. On-Call (Standby) Duty: A designated period outside an employee's regular work schedule during which the employee must meet the conditions for on-call duty in Section V, including remaining reachable, fit for duty, and within reasonable travel distance of the Town, and reporting for any call-back.
2. Call-Back: A requirement that an on-call employee perform work, either by reporting to a work site or by performing substantive work remotely, during an on-call period.

D. On-Call Rotation

1. On-call assignments are subject to the operational needs of the department and available budget appropriations, as determined by the department director with the approval of the Town Manager.
2. On-call duty rotates among the Public Works employees in rotations of no more than four (4) consecutive days (96 hours), as scheduled by the department director.
3. An employee may not serve two consecutive rotations, including as the result of a trade.
4. The Department Director, or designee, sets and publishes the rotation schedule in advance.

5. An employee may trade a scheduled on-call period with another qualified employee with advance approval of the Town Manager, Department Director or their designee.

E. Conditions of On-Call Duty and Compensability

1. Remain reachable on the Town-issued on-call cell phone throughout the assignment.
2. Acknowledge a call for service within thirty (30) minutes.
3. Report for every call-back that arises during the assignment.
4. Remain within a distance that allows the employee to reach the nearest town limits within sixty (60) minutes of acknowledging a call.
5. Remain fit for duty throughout the on call period and abstain from alcohol or any substance that would impair the ability to respond safely.

F. Town-Issued Equipment

1. Cell phone: The Town provides a designated on-call cell phone that passes to the employee assigned to the current rotation. It must remain charged, powered on, and monitored throughout the assignment.
2. Take-home vehicle: Upon the approval of the Town Manager, an on-call employee may take an assigned Town vehicle home for the duration of the on-call period to enable a timely response, unless the employee's residence is more than twenty-five (25) miles from the nearest town limits, in which case the vehicle remains at the facility. Use of a take-home vehicle is limited to travel between the employee's residence and a call-out work site and is otherwise governed by the Vehicle Operations chapter.

G. On-Call Premium Pay

1. An employee assigned to on-call duty receives an on-call premium of one (1) hour of pay at the employee's regular hourly rate for each day (up to 24 hours) of on-call assignment, paid regardless of whether the employee is called back to work. For a full four-day rotation, this equals four (4) hours of additional pay.

2. The on-call premium is in addition to any call-back compensation earned under Section VIII. The on-call premium is not payment for hours worked and does not count toward the forty (40) hours worked in a workweek.

H. Call-Back Compensation

1. An on-call employee who is required to report to a work site outside of regularly scheduled hours is paid the greater of two (2) hours or the actual time worked, consistent with the call-back minimum established in the Classification and Compensation Plan.
2. Travel time to and from the work site in response to a call-back is included in the calculation of call-back hours.
3. An on-call employee who performs work by telephone only, without reporting to a work site, is paid for the actual time worked, recorded in quarter-hour increments, as provided in the Classification and Compensation Plan.

4. All time actually worked on call-back counts toward the employee's hours worked for the workweek. Overtime and compensatory time are governed by the Classification and Compensation Plan, including payment at time-and-one-half for hours worked over forty (40) in a workweek and the employee's option to take compensatory time in lieu of cash, subject to the thirty-two (32) hour cap.

I. Recordkeeping

The on-call employee records all call-back time and any telephone work on the employee's time record. The employee's supervisor or department director verifies and approves the time for payroll. On-call premium days are documented on the published rotation schedule.

J. Relationship to Other Policies

This policy governs routine, year-round after-hours coverage. Town-wide responses to declared inclement-weather events or other emergencies are governed by the Inclement Weather chapter. Where both could apply to the same event, the Inclement Weather chapter controls for that event.

[Adopted by the Mayor and Council on _____.]