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Dennis Kidd, General Manager

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No.	**1175**	Date Issued:	April 21, 1994
Section:	1000 – Personnel Policies	Date Revised:	February 28, 2019

Accreditation Standards:

SUBJECT: ON-CALL DUTY PAY

APPROVED: _____
Board Chairperson

1.0 On-call duty is defined as the requirement by the Authority for an employee to leave a phone number where the employee may be reached during off-duty hours, or carry a pager during off-duty hours, and the employee must be available to report to work within a one (1) hour period from receiving a call to return to duty.

1.1 On-call assignments shall be approved by the General Manager in advance.

1.2 Operations Supervisors may modify an on-call assignment, without prior approval, as long as the total number of on-call hours assigned does not increase.

2.0 Non-exempt represented personnel assigned on-call duty shall be compensated at a rate of pay set forth within the Memorandum of Understanding for the period of on-call assignment.

3.0 Unrepresented personnel assigned on-call duty shall be compensated at a rate of three dollars ($3.00) per hour for the period of the on-call assignment.

3.1 An on-call, unrepresented employee who is called back to duty shall be considered on-call until he/she reaches the facility. Travel time to the facility shall not be considered time worked.

3.2 Time worked shall be deducted from the pre-approved on-call hours to determine appropriate on-call pay.