



# STAFF REPORT

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Agenda Item:           **Financial Operation Guide Amendment-** Approval of an amendment to Section II (VI) – Payroll; On Call Policy, of the Financial Operations Guide for the Town of Clarkdale.

Staff Contact:           Wayne Debrosky, Utilities Director  
Janet Perry, Human Resources/Community Services Director

Meeting Date:           February 22, 2011

Background:           On January 11, 2011 Council approved a draft On Call Policy as presented by staff. The attached document reflects four final edits with proposed additional verbiage underlined and deletions crossed through. Those changes are:

1. Verbiage “or ingest” added to accommodate references to all potential uses;
2. A final guideline added to accommodate accountability of any call out events and provide internal tracking procedures;
3. Verbiage added and deleted to redefine ‘call out’ for purposes of general clarity, and to remove the distinction that such events are not restricted to water and wastewater emergencies only;
4. Verbiage stricken to clarify the intent that On Call pay is paid for all hours while On Call.

Recommendation:     Approval of the amendment to Section II (VI) – Payroll; On Call Policy, of the Financial Operations Guide for the Town of Clarkdale.

## SECTION II: PAYROLL

### VI. Policy for On Call Pay

'On Call' pay is a specific class of automatic overtime pay for non-exempt employees (and authorized temporary employees) who may be assigned On Call duty in order to respond to critical situations that might arise outside of scheduled work hours. This class is intended to address the need to provide 24/7 readiness including emergency response capabilities to the citizens of Clarkdale. On Call assignments will be made at the discretion of the Town Manager, Department Head or his/her designee. These provisions and guidelines do not apply to exempt classifications.

#### Guidelines for On Call:

- Employee must be easily reachable by telephone or other acceptable and previously agreed upon means of communication (pager, etc.);
- Employee must be able to effectively respond by phone to all customer service and/or emergency calls within ten (10) minutes and capable of reaching any emergency site within thirty (30) minutes;
- Employee must not consume or ingest substances (including but not limited to alcohol and drugs), which may impair the ability to promptly, effectively and safely carry out duties;
- If a call out event lasts until the beginning of a scheduled workday, the call out time will cease and the regular workday will begin;
- Employee may otherwise use On Call time as their own;
- The On Call employee shall document any call out event in the format designated by the Department Head.

Failure to respond to calls as described above or reporting to work unfit for duty will result in disciplinary actions up to and including termination.

A call out is considered to be the act by the On Call person of ~~physically travelling to an unanticipated critical situation/emergency site that requires a physical response.~~ respond to an issue or emergency in the water and/or wastewater systems.

For On Call time other than scheduled work time ~~or time spent responding to an emergency~~, a fixed amount of On Call pay will be paid to non-exempt employees. An employee On Call will be compensated one (1) dollar per hour for the total number of hours spent On Call.

Employees are paid at their regular rate of pay for regularly scheduled work time and/or time spent responding to an emergency while On Call. An employee who receives a call out will be compensated a minimum of two (2) hours regular pay for each call out event. After forty (40) hours worked in any one (1) workweek, regular overtime is paid at time and one half (1.5) of employee's regular rate of pay.

On Call pay is a separate compensation class and, as such, is to be designated on a separate line of the employee's time sheet as it is not combined with regular workweek hours for purposes of calculating overtime. On Call time cannot be converted to regular work time or compensatory time. On Call time will be calculated and paid on a separate line of the employee's regular pay stub.

Examples of 24 hour On Call shift:

- Workweek - 9 hour regular workday @ 9 hours regular pay + 15 hours On Call pay;
- Weekend Operator - 4 hours @ regular pay + 20 hours On Call pay.