ON-CALL AND EMERGENCY CALL-OUT PAY

Effective Date: May 3, 2012

SECTION 1. Policy: It is the Town's policy to reward employees with competitive salaries and benefits. In order to ensure that we are competitive with compensation awarded to employees who as a condition of their employment routinely deal with various emergency situations, the following will apply:

SECTION 2. On-Call Pay:

An "on-call" employee shall be defined as a non-exempt employee who is required to be prepared to return to work during non-regular hours. "On-call status" is synonymous with "standby status" and requires that an established on-call practice be developed by the Department head and approved by the Town Manager prior to an employee receiving compensation pursuant to this policy. Generally, only employees who are included on approved on-call lists maintained by the Department Head as authorized by the Town Manager will be eligible to receive on-call compensation during a pay period.

Employees assigned to on-call duty are paid an amount established by administrative policy as approved annually in the Town budget. Time spent on on-call status does not count as hours worked for overtime purposes; however, the pay for on-call duty is counted as wages for the purpose of computing an employee's regular rate of pay for overtime purposes.

In return for the receipt of on-call pay, employees serving in on-call status agree to be ready to return to work as needed. The location and activities of the employee remain at their own discretion during their on-call status. They must, however, ensure that immediate contact with them is possible at all times, and they must be able to arrive at the work site within a reasonable period of time (i.e., in most cases, within a period of 45 minutes, or less). The employee also agrees to remain fit for work while on-call. "Fitness for work" requires that "on-call" employees not be impaired by drugs or alcohol, as defined under the terms of policy 23 – Drug Free Workplace.

SECTION 3. Emergency Call-Back pay:

Only non-exempt employees are eligible to receive emergency call-back pay. An eligible employee who is called back to work after their scheduled hours of work have ended and who returns to work before their next regularly scheduled work shift, shall receive a minimum of two hours of pay. This applies to emergency situations only, and the necessity for the call-back must be approved by the Department Head or their designee only.

The call-back period shall commence when the employee is notified to return to work, including telephone contact. The call-back period ends when the employee completes the job assignment or at the beginning of the employee's next regularly scheduled work shift, whichever occurs first. The employee must be able to return to work within a reasonable time period following the time that they are contacted.

~~ON-CALL AND EMERGENCY CALL-OUT PAY~~ SPECIFIC NON-EXEMPT PAY RATE ADJUSTMENTS

Effective Date: March 5, 2014

SECTION 1. Policy: It is the Town's policy to ~~reward~~ **OFFER** employees ~~with~~ competitive salaries and benefits. In order to ensure that ~~we~~ **THE TOWN OFFERS** ~~are~~ competitive ~~with~~ compensation ~~awarded to employees who as a condition of their employment routinely deal with various emergency situations~~, the following will apply:

SECTION 2. On-Call Pay:

An "on-call" employee shall be defined as a non-exempt employee who is required to be prepared to return to work during non-regular hours. "On-call status" is synonymous with "standby status" and requires that an established on-call practice be developed by the Department ~~head~~ **DIRECTOR** and approved by the Town Manager prior to an employee receiving compensation pursuant to this policy. Generally, only employees who are included on approved on-call lists maintained by the Department ~~Head~~ **DIRECTOR** as authorized by the Town Manager will be eligible to receive on-call compensation during a pay period.

Employees assigned to on-call duty are paid an amount established by administrative policy as approved annually in the Town budget. Time spent on on-call status does not count as hours worked for overtime purposes; however, the pay for on-call duty is counted as wages for the purpose of computing an employee's regular rate of pay for overtime purposes.

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SECTION 4. SHIFT DIFFERENTIAL PAY:

NON-EXEMPT EMPLOYEES WILL RECEIVE SHIFT DIFFERENTIAL PAY AT A RATE ESTABLISHED BY ADMINISTRATIVE POLICY AS APPROVED ANNUALLY IN THE TOWN BUDGET FOR REGULARLY SCHEDULED HOURS WORKED BETWEEN THE HOURS OF 1800 AND 0600 HOURS. NON-EXEMPT EMPLOYEES ASSIGNED TO THE MIDNIGHT SHIFT WILL RECEIVE THE DIFFERENTIAL PAY UNTIL 0630 HOURS. IT IS THE EMPLOYEE'S RESPONSIBILITY TO INDICATE HOURS SUBJECT TO SHIFT DIFFERENTIAL ON PAYROLL TIME SHEETS WHEN THE TIME SHEETS ARE SUBMITTED.

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SPECIFIC NON-EXEMPT PAY RATE ADJUSTMENTS

Effective Date: March 5, 2014

SECTION 1. Policy: It is the Town's policy to offer employees competitive salaries and benefits. In order to ensure that the Town offers competitive compensation:

SECTION 2. On-Call Pay:

An "on-call" employee shall be defined as a non-exempt employee who is required to be prepared to return to work during non-regular hours. "On-call status" is synonymous with "standby status" and requires that an established on-call practice be developed by the Department Director and approved by the Town Manager prior to an employee receiving compensation pursuant to this policy. Generally, only employees who are included on approved on-call lists maintained by the Department Director as authorized by the Town Manager will be eligible to receive on-call compensation during a pay period.

Employees assigned to on-call duty are paid an amount established by administrative policy as approved annually in the Town budget. Time spent on on-call status does not count as hours worked for overtime purposes; however, the pay for on-call duty is counted as wages for the purpose of computing an employee's regular rate of pay for overtime purposes.

In return for the receipt of on-call pay, employees serving in on-call status agree to be ready to return to work as needed. The location and activities of the employee remain at their own discretion during their on-call status. They must, however, ensure that immediate contact with them is possible at all times, and they must be able to arrive at the work site within a reasonable period of time (i.e., in most cases, within a period of 45 minutes, or less). The employee also agrees to remain fit for work while on-call. "Fitness for work" requires that "on-call" employees not be impaired by drugs or alcohol, as defined under the terms of policy 23 – Drug Free Workplace.

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SECTION 4. Shift Differential Pay:

Non-exempt employees will receive shift differential pay at a rate established by administrative policy as approved annually in the Town budget for regularly scheduled hours worked between the hours of 1800 and 0600 hours. Non-exempt employees assigned to the midnight shift will receive the differential pay until 0630 hours. It is the employee's responsibility to indicate hours subject to shift differential on payroll time sheets when the time sheets are submitted.

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