



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: On Call Pay Policy
Creation Date: March 8, 2010
Revision Date: September 4, 2012; May 30, 2015
Prepared By: HR Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

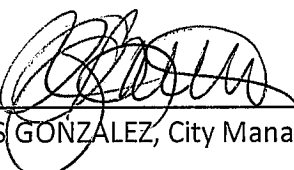
POLICY: ON CALL PAY POLICY

On-call pay is established to provide payment for employees who are scheduled to respond after regular work hours or weekends and holidays to perform emergency or needed tasks. Subject to available funding, Department Heads may utilize on-call duty and pay when operationally necessary.

- A. Employees designated as on-call are eligible for additional compensation as described below:
 - One (1) hour of pay for each week day (24 hour time period) at employee's current hourly rate of pay.
 - Two (2) hours of pay for each weekend day (24 hour time period) and designated City Holidays at employee's current hourly rate of pay.
- B. The Department Head or designee will determine individual(s) assigned on-call duty. An employee who is on-call must be available to receive and respond to a phone call or message and be able to report back to work or a designated job site within the prescribed time frame, as set forth by the Department Head. On-call duty assignments are subject to the availability of funding and operational necessity.
- C.. Exempt employees are not eligible for on-call pay, unless authorized in advance by the Human Resources Director, the Department Head, or his designee.

- D. Non-Exempt employees will be paid for actual work performed pursuant to City pay rules, FLSA and all applicable Federal and State laws affecting non-exempt employees.
- F. On-call pay for employees covered by a collective bargaining agreement (CBA) will be governed by the on-call pay provisions of the applicable CBA.

APPROVED BY:

FOR 

TOMAS GONZALEZ, City Manager

DATE: July 14, 2015