
SUBJECT: ON-CALL PAY

EFFECTIVE DATE: Revised November 15, 2004

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On-call employees are "those employees who are required by management to be available to provide a specific essential county function outside their regularly assigned duties."

All non-exempt on-call employees shall receive an additional salary base of \$50.00 for each week served on-call. Any non-exempt employees required to be on-call during a county paid holiday will receive an additional \$50.00 for that week. In addition, non-exempt employees shall be paid for actual time worked (excluding travel time) at the appropriate FLSA rate dependent on the employees weekly work schedule. These workers shall receive a minimum of two (2) hours of pay for each call that requires them to travel to work.

Exempt level employees will not receive any additional salary for being on-call. Any exempt level employee required to be on-call shall receive four hours of compensation time for each week on-call and four hours for each county paid holiday worked. In addition, exempt employees shall receive compensation time equal to the actual hours worked while on-call. On-call comp time earned after the 15th of December shall accrue and be used prior to December 15th of the next year. Exempt employees should not put on-call comp time earned or taken on their time sheets.

The on-call policy applies to personnel in the following departments: Information Technology; State's Attorney; Sheriff; Social Services; Buildings and Grounds. If a department head identifies a need for on-call staff, he/she should submit a plan to the Commission for inclusion under this policy.

Emergency Call Back

If a non-exempt employee who is not on-call is called backed to work for an emergency, he/she will be entitled to pay according to the FLSA dependent on the employee's weekly work schedule. Employees who are called back to work shall receive a minimum of three hours pay and/or comp time.