

214 - On-Call/Standby Policy ~~Pay~~

Road & Bridge Department: Occasionally, the Public Works Director may designate ~~department personnel~~ equipment operators to be in an on-call/standby status ~~as needed~~ for the weekend for the handling of special emergency or needed procedures other than the regular snow removal required of all equipment operators. In such cases the following procedures will be in effect.

For rotational weekend & holidays on-call

The Public Works Director and his/her designee will designate a pre-determined number of ~~personnel~~ equipment operators to provide their cellular, pager, or telephone contact information and to be available for immediate work on ~~weekends and holidays~~ the designated weekend. The designation of which ~~employees to be~~ operators will be on-call/standby will be determined on a rotating basis. ~~from all equipment operators.~~

Rotational weekend on-call/standby status begins after completion of the regular work day (on-call/standby pay is not paid while not working) and continues until 7 a.m. the next day. Normally a weekend will consist of three 24-hour periods (minus any hours worked), Saturday and Sunday from 7 a.m. until 7 a.m. Any Monday holidays would be added on to the weekend.

For event on-call

The Public Works Director and his/her designee can designate department personnel to be on-call for specific weather or emergency events(s). These on-call/standby events general run 24 hours from 7 a.m. until 7:00 a.m. and are on a day to day basis depending on the event and how it develops.

Compensation

- ~~Employees placed~~ on-call/standby equipment operators will receive compensation for remaining in on-call/standby status of ~~\$3.00/hour for on-call/standby pay.~~ \$50.00 per day for time ~~not~~ responding to a call in. Equipment Operators who are required to work on a County fire will be compensated \$1.00 extra per hour. Exempt employees do not receive on-call/standby pay.

When an employee is called in to work from the on-call/standby status, the actual time worked will be paid at the employee's regular rate of pay or at his/her overtime ~~rate if applicable.~~ rate if he/she has already worked the required hours to be eligible for overtime pay. ~~On-call/standby pay is not paid on-top of regular pay.~~

If an employee is instructed to come to work at a specific time on a specific day before quitting time the day before or earlier, on-call pay will not apply.

On-call/standby pay cannot be taken when an employee is on vacation or leave, or not able or available for work.

In order to receive on-call/standby pay, an employee must be constantly available and reachable at all times during the on-call/standby time period; must be able to arrive at the work site within sixty (60) minutes or less after receiving the call; and must arrive to work in "fit" condition.

The County reserves the right to validate the availability of an employee receiving on-call/standby pay. Two attempts will be made to contact the employee during validation. If the employee cannot be contacted or is not available for work, the employee will not receive on-call/standby pay. Disciplinary action may also be taken.

If an employee does not meet this criteria, he/she will forfeit the on-call/standby pay **for the entire on-call /standby period.** ~~from the time of the first attempt to contact him/her to the end of the on-call/standby period.~~

- ~~On-call/standby status begins after the completion of the workweek and continues until the next regular workday schedule.~~

The on-call worker cannot use alcohol or performance-altering medications while on-call.

Department of Human Services, Child Protection Services:

All "certified" child protection workers are required to participate in the on-call rotation.

The on-call rotation is from Tuesday at 4:30 p.m. through the following Tuesday at 7:30 a.m. On-call status begins after the completion of the regular workday and continues until the start of the next work day. If a holiday falls on a Tuesday it is the responsibility of the impacted on-call worker to transition the on-call responsibility (e.g., exchanging information, exchanging the on-call resource material, etc.)

The on-call worker may be assigned to any reports requiring an immediate response that are received in the office after 4 p.m. on work days. Assignment decisions will be made by a supervisor.

The on-call worker must be immediately available by telephone and must respond by phone to any calls within 15 minutes of receiving the call. The on-call worker must be able to respond in person if needed within an hour of receiving the call (depending on location and weather conditions at the time of the call). When possible the on-call worker should remain in Archuleta County throughout the period of being on-call.

The on-call worker cannot use alcohol or performance-altering medications while on-call.

After-hours calls / reports may be received by the child welfare hotline call center or local dispatch and then referred to the on-call worker for review and response evaluation. Per rule, response evaluation must occur and be completed by 2 certified case managers. Typically, this will involve the on-call case manager consulting with the supervisor. The consultation must be documented in the statewide automated child welfare information system.

Workers are allowed to trade their on-calls if scheduling conflicts arise. The supervisor should be made aware of such changes and the hotline contacted related to the change.

If the on-call worker needs assistance, he/she is to first contact their supervisor. If no supervisor is available, the on-call worker can call any co-worker for assistance.

Many on-call situations can be handled over the phone, and workers are encouraged to handle calls over the phone when appropriate to do so. If law enforcement requests an in-person

response, that request is respected when feasible and when the call meets criteria for intervention per state guidelines.

The County reserves the right to validate the availability of an on-call worker. If the on-call worker cannot be contacted or is unavailable, the worker will not receive on-call pay. Disciplinary action may also be taken up to and including termination.

Non-exempt Caseworker

All non-exempt caseworkers must record time spent working while they are on-call. This includes any time on the phone, responding in person, and documentation. It is the caseworker's responsibility to inform his/her supervisor of time worked while on-call and make arrangements to take flex time during the same week, if possible. The non-exempt on-call caseworker must note the actual hours worked on his/her timesheet.

All on-call hours will be compensated at \$3.00 per hour

Exempt Caseworkers

If an exempt employee works excessive hours while on-call, he/she is encouraged to communicate with his/her supervisor or the director to schedule time off within the same pay period to balance on-call hours worked if possible. "Excessive" time worked while on-call is considered to be field work in excess of four hours. Time off must be pre-approved by each worker's supervisor or the director and is dependent on the individual's workload and needs of the agency. Exempt employees are not eligible for on-call pay.

Sheriff's Office: In order to receive on-call pay, an employee must be available and reachable at all times during the on-call period and must be in-route within 30 minutes after receiving the call to report, and must arrive to work in a condition able to fulfill all the requirements of their position. If an employee does not meet these criteria, he/she will forfeit the on-call pay.

On-call pay cannot be taken when an employee is on vacation or leave, or not able or available for work.

Employees may not consume alcohol/drugs while on call.

The County reserves the right to validate the availability of an employee receiving on-call pay. Two attempts will be made to contact the employee during validation. If the employee cannot be contacted or is not available for work, the employee will not receive on-call pay. Disciplinary action may also be taken.

~~Week-Day (Monday – Thursday) on-call status begins after the completion of the regular workday schedule and continues until the start of the next regular workday and receive compensation of \$2.00 per hour for time not responding to a call in.~~

~~Week-End (Friday – Sunday)~~ **On-call status begins after the completion of the regular workday on Friday and continues until the start of the next regular workday on Monday and receive is compensated at compensation of \$3.00 per hour.** ~~for time not responding to a call in.~~

