

# CITY OF COMMERCE

## ADMINISTRATIVE POLICIES

### EMERGENCY DUTY

#### 1.0 PURPOSE

To establish a policy for employees called back to work for emergencies.

#### 2.0 POLICY

- 2.1 Emergency Duty is defined as work that cannot be regularly scheduled and occurs after regular working hours (i.e., water line breaks, sewer line breaks, police or public service emergencies, etc.).
- 2.2 Scheduled after hours work such as training and meetings are not considered emergency duty.
- 2.3 Employees, who are called back to work after regular working hours due to an emergency, as defined in 2.1, will be compensated for actual time worked or two hours, whichever is greater.
- A. Employees called back more than once within a two (2) hour period will not be compensated two hours for each additional call back.
  - B. The employee will be compensated for actual hours worked when an additional emergency call back extends the two hours. (2 hours + extended time)
  - C. Employees called back to work 2 hours after the first emergency duty call out will be compensated an additional two (2) hours or actual time worked.
- 2.4 Compensation will follow other guidelines as set forth in these Administrative Policies including COMPENSATION and COMPENSATORY/OVERTIME.

EFFECTIVE: 06-01-11

LAST REVISED: 06-01-97

CITY MANAGER APPROVAL:



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