

CITY OF COMMERCE ADMINISTRATIVE POLICIES

ON CALL DUTY

1.0 PURPOSE

To establish a policy for employees placed "on call" for weekends and holidays.

2.0 POLICY

- 2.1 Supervisors may place employees "on call" for weekends and holidays.
- 2.2 Employees placed "on call" will be available by radio or telephone should an emergency occur and be able to respond within 20 minutes.
- 2.3 Employees placed "on call" should notify their Supervisor and the Police Department dispatcher if they will be out of radio or telephone contact for short periods of time.
- 2.4 Employees placed "on call" will be compensated for two and one-half hours work at regular pay for each day of "on call" duty. "On call" hours will not be considered hours worked under FLSA.
- 2.5 If an employee is called to work while "on call," they will be compensated under the Administrative Policies set forth in EMERGENCY DUTY.

EFFECTIVE: 06-01-97

LAST REVISED: 08-31-04

CITY MANAGER APPROVAL: _____

Bill Shipp

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