

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.06 (20.2)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 06/17/08

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES
ON CALL POLICY**

SUPERSEDES: 02/15/00

I. PURPOSE

To establish a policy for compensating non-exempt employees who are placed on an on call schedule requiring that they be available to report to a work site at a time other than their scheduled working hours.

II. DEFINITIONS

An employee is not on call unless he or she is placed on an on call schedule.

On call time is defined as the time spent by an employee, after the regular work hours, in his or her own pursuits and where the employee is on a schedule and must remain available to be contacted about work or called back to work if the need arises. On call assignment can be:

Restricted - an employee is required to be at a specific location during other than normal working hours and capable of immediate response, or

Non-restricted - an employee is issued a paging device (e.g. any form of personal communication device such as a cell phone, radio, etc.) not confined to a specific location and his or her time may be used for personal matters.

Regular rate is defined as the hourly rate of pay that is calculated for the purpose of accurately compensating an employee who is on a non-restricted on call schedule.

III. ELIGIBILITY

The City Manager has designated the non-exempt positions shown on the Attachment as eligible for on call assignment. Department Heads may designate other positions to be placed on an on call schedule with the approval of the City Manager. Unless otherwise indicated, positions in the departments of police, fire and sheriff are excluded from this policy.

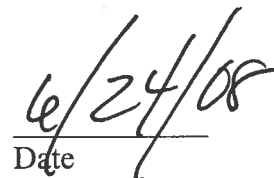
IV. POLICY

- A. Employees who are on restricted on call assignment will receive compensation according to the City's Overtime Policy for all hours on call that result in the total hours actually worked exceeding the overtime threshold during a particular work period.
- B. Employees on non-restricted on call status will receive two hours pay at the employee's regular rate for the total period beyond the regular work day during the work period.

Compensation for on call assignment on a Saturday, Sunday or a holiday shall be four hours pay at the employee's regular rate for every consecutive twenty-four hour period which falls on a weekend or holiday. On Call compensation shall be included in an employee's "regular rate" of pay for the purposes of calculating overtime compensation.

- C. Employees on non-restricted on call status, who are actually called out to work will receive a minimum of two hours pay for each time they are called out. Hours worked begins with the notification that work is required, unless such time is infrequent and minimal. (Note: Each call out may involve one or more service calls). Time spent on call will be included in the computation of hours worked for the purposes of calculating overtime pay.
- D. If an employee's total hours worked for a work period exceeds the overtime threshold, the City's Overtime Policy applies.
- E. On call assignment requires the employee to be capable of timely contact and the ability to personally respond within a reasonable time when called or paged. The Department Head or designee will determine reasonable response time. If an employee fails to respond to an emergency duty call, he or she may be subject to disciplinary action.
- G. Employees will be provided with a City vehicle or reimbursed for mileage for each round trip required for responding to an emergency call out.


William E. Harrell, City Manager


Date

Attachment

Positions Designated for On Call Assignment by Department

Revised 6/17/08

Facilities Management

General Supervisor
Building Maintenance Coordinator
Facilities Maintenance Technician III

Fire

Fire Inspector

Parks & Recreation

General Supervisor
Crew Supervisor I
Crew Leader
Groundskeeper
Motor Equipment Operator I & II
Laborer/Operator

Police - Animal Control

Animal Control Officer I & II
Animal Control Supervisor

Public Utilities

Water Production Maintenance Supervisor
Electronic Technician I & II
Maintenance Mechanic
Pump Station Mechanic
Motor Equipment Operator I, II, & III
Laborer/Operator
Laborer
Crew Leader
Crew Supervisor I & III
General Supervisor
Tradeshelper

Public Works

Assistant Traffic Operations Superintendent

Crew Supervisor I, II, & III

Electrician II & III

Traffic Signal Technician I & II

City Garage

Mechanic II

Mechanic III & IV

Community Services Board

Clinician I