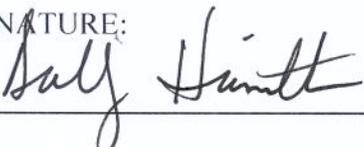


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| Chief Administrative Office | Date of Issue | Expiration Date | No. |
| POLICY MEMORANDUM | 7/10/00 06/6/2016 Revised | N/A | 31 |
| TO: ALL Divisions and Departments | | Subject: | |
| SIGNATURE:  | | † <u>On-Call/Call-Back Policy</u> | |
| COMMENTS: Policy has been revised to address religious accommodations. | | | |

Purpose

The purpose of this policy is to establish a standard set of rules for the assignment and compensation of employees throughout UCG who are required to be officially on-call and subsequently recalled to the workplace, or another designated work location, at times other than their normally scheduled work hours. This policy does not apply to employees whose positions require emergency response on a daily basis, e.g. public safety employees, Commissioners, division directors and other managers.

Definitions

1. At work – Employees are at work when they have arrived at their normal work area, their designated work area or to an area where they pick up an UCG vehicle, and begin to perform work.
2. On duty away from work – Employees are on duty away from the work place when they are required to wait at a particular location or by a telephone, where their freedom is restricted to a very limited area and they are unable to conduct personal business. These hours constitute hours worked.
3. On call – Employees are on-call when they are away from their normal work area and are not performing work-related duties, but have been designated to respond under certain conditions or have been issued a mobile/cellular phone, beeper or radio to which they must respond if called. Generally, these employees are free to conduct personal business and engage in normal off-duty activities within the general geographic area in which they live and within the designated response radius. On-call employees, whether exempt or non-exempt, receive a flat rate of \$2.50 per day, Monday – Friday, and \$4.00 per day on weekends and holidays.

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4. Call-back - Due to emergencies¹ or other unforeseen conditions, all employees are subject to call back to work whether or not they have been designated as "on call". Employees who are able to return to work shall be compensated for all hours worked, beginning at the time they leave for work, by pay or applicable comp time.
5. Off duty – Employees are completely off duty and not subject to any provisions of this policy when they have completed their normal workday and are released from work without any specific direction requiring them to respond to any after work emergency.

Basic Policy and Procedures

Employees who are designated to be on-call shall be the first persons contacted to respond to UCG emergencies or other situations requiring their presence at work. Other employees may be contacted and required to return to work in order to meet the needs of the UCG.

Employees who are called back to work during non-scheduled work hours shall be compensated (non-exempt with pay and exempt with comp time, as applicable) for a minimum of two (2) hours. If an employee returns to work, completes the assignment within the two (2) hour minimum and is then called back to work again within the original two (2) hour period, the employee will receive no additional compensation. If the work assignment extends beyond the initial two (2) hour period, the employee will be compensated for all actual hours worked.

Employees who are called back to work for a second time after the expiration of the initial two hour period, shall be eligible for an additional two (2) hour minimum pay. Again, if the work is completed within the two hours time frame, but they are called back before the two hours expires, employees will not be eligible for additional compensation.

This policy does not apply to employees who are required to extend their normal work hours. These employees shall have the additional hours added to their normal work hours and, if exempt, may be qualified to receive comp time.

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Employees who are on-call, travel time in response to the call-back is considered work time and is included in the minimum two (2) hours provided by this policy.

Departments and Divisions are responsible for establishing policies which clearly define the circumstances under which employees are considered on-call and required to keep themselves available for work and in a condition to perform the duties of their positions. Failure or inability to respond may subject an "on-call" employee to disciplinary action.

Departments and Divisions are also responsible for establishing appropriate procedures to ensure that the time periods and work performed under this policy are accurately documented before the extra compensation is authorized.

Religious Accommodation

An employee whose religious beliefs prevent the employee from being on call on a particular day of the week because of his or her religious beliefs shall be permitted to find another qualified employee to voluntarily agree to work in his or her place as a religious accommodation. If the employee, who is requesting the religious accommodation, is unable to find a volunteer to work his or her shift, then he or she must report to work. Failure of the employee to report to work shall result in discipline including but not limited to termination.

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