




**COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE**

<b>Policy No.</b> 1175	<b>Date Issued:</b> April 21, 1994
<b>Section:</b> 1000 – Personnel Policies	<b>Date Revised:</b> February 28, 2019
<b>Accreditation Standards:</b>	
<b>SUBJECT: ON-CALL DUTY PAY</b>	
<b>APPROVED:</b>	
	Board Chairperson

- 1.0 On-call duty is defined as the requirement by the Authority for an employee to leave a phone number where the employee may be reached during off-duty hours, or carry a pager during off-duty hours, and the employee must be available to report to work within a one (1) hour period from receiving a call to return to duty.
  - 1.1 On-call assignments shall be approved by the General Manager in advance.
  - 1.2 Operations Supervisors may modify an on-call assignment, without prior approval, as long as the total number of on-call hours assigned does not increase.
- 2.0 Non-exempt represented personnel assigned on-call duty shall be compensated at a rate of pay set forth within the Memorandum of Understanding for the period of on-call assignment.
- 3.0 Unrepresented personnel assigned on-call duty shall be compensated at a rate of three dollars (\$3.00) per hour for the period of the on-call assignment.
  - 3.1 An on-call, unrepresented employee who is called back to duty shall be considered on-call until he/she reaches the facility. Travel time to the facility shall not be considered time worked.
  - 3.2 Time worked shall be deducted from the pre-approved on-call hours to determine appropriate on-call pay.