



ADMINISTRATIVE REGULATION

Effective Date: September 14, 1993

Administrative Regulation: 1-31

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Supersedes: July 10, 2009

Approved By: William H. Ashton II

Subject: **Emergency Duty Compensation**

I. Purpose

The purpose of this Administrative Regulation is to establish policies and guidelines for the administration of emergency duty (on-call) compensation. Only employees designated as non-exempt under the Fair Labor Standards Act are eligible for on-call compensation. All on-call pay must be approved by the appropriate department head.

The following policies apply to on-call and callback situations:

II. On-Call Provisions

Employees who are designated on-call who are not required to remain on town premises but are required to leave a forwarding telephone number are entitled to receive the following:

1. Sworn Police Personnel

Six hours pay at the employee's regular straight time rate for one full work week of coverage.

2. Non-Police Personnel

Two hours pay per day at the employee's regular straight time rate for each day the employee is on-call, not to exceed six hours of pay during a work week.

Employees designated as on-call who are restricted in the personal use of such time or who may be required to remain at the work site or other places must be paid regular or overtime wages, as appropriate.

An employee designated as on-call is responsible for responding within a reasonable time as determined by the department head. Department heads are responsible for clearly communicating to employees the expectation of reasonable response time.

Any employee designated as "on-call" who is not available or cannot be reached by

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telephone will not be entitled to on-call pay and may be subject to disciplinary action.

III. Call Back Pay

Employees called in to work outside their normally scheduled hours shall be entitled to receive two hours call back pay at the applicable overtime provisions for their class, in addition to the pay for actual hours worked. All employees called back to work shall be en route within a reasonable time, as needed, as determined by the department head. Department heads are responsible for clearly communicating to employees the expectation of reasonable time to be en route for call back assignments.



William H. Ashton II
Town Manager