



Village of Cremona

Policy #1707-01

On-Call Procedure & Pay

POLICY STATEMENT:

1. GUIDELINES

- 1.1 Whenever possible the need to call in an employee to work after regular hours shall be limited to emergency situations.
- 1.2 On-call pay shall be paid only to those Village employees designated on an approved On-call Rotation Schedule and who remain available to call outs.
- 1.3 If the designated On-Call employee is off work due to short term illness/injury, vacation, compassionate or bereavement, or by any other approved Village leave, the employee will not receive On-Call compensation unless specifically approved by the Chief Administrative Officer.
- 1.4 On-call status does not include situations where an employee is placed on notice that pending weather conditions or comparable situations may necessitate being called back to work.
- 1.5 ON-call status may not be used for the sole purpose of increasing an employee's pay or time-off from work.
- 1.6 Disciplinary action, including termination, may be imposed if an employee fails to abide by the Village's on-call procedure.

2. RESPONSIBILITY

- 2.1 The Public Works Foreman will be responsible for the development and maintenance of a fair and efficient On-call rotation schedule.
- 2.2 The CAO is responsible for ensuring the proper administration of this procedure and for ensuring that employees accurately record on-call rotation availability on the timesheet.
- 2.3 The CAO will provide those employees in a designated on-call capacity with cell phones.
- 2.4 Designated on-call employees are required to at all times, carry the On-call cell phone and remain within a reasonable distance of his/her normal duty location. Such employees shall be available on an around the clock basis and proceed to their point of assembly and/or point of report required within the Village, as might be considered appropriate.

- 2.5 Designated On-call employees shall not, as a condition of being available for On-call duties, consume alcoholic beverages or any other substance, such as would impair their senses, impeded their ability to legally operate Village equipment, or impair their ability to make rational decisions.
- 2.6 While On-call it is the employee's responsibility to notify their supervisor if he/she is unable to meet any of the above criteria including 1.3.
- 2.7 On-call employees will follow the working alone process for their section should they be called out, that may include notifying their supervisor or when the start and finish of the call out.
- 2.8 The Supervisor(s) are responsible to notify the CAO of any variations in the department's On-call schedule.

3. Procedure

- 3.1 The Public Works Foreman shall establish a schedule of On-call requirements and shall designate the assignment of available staff including themselves to fulfill the schedule requirements. The Foreman may from time to time make adjustments to the schedule as they deem appropriate because of prevailing weather or other pertinent conditions and may, with or without prior notice, vary the schedule and/or staffing requirements for the periods necessary to accommodate unusual storms or other natural or manmade occurrences which have or could have an adverse or hazardous impact on the Village infrastructure and/or their users.
- 3.2 Employees designated to be On-call will be responsible for responding to calls regarding emergent situations within the Village by investigating and evaluating the circumstances and exercising their better judgement in the action to be taken. All actions taken must be appropriate to the potential for danger to life and property and where the circumstances are understood to be serious, or in doubt, a personal inspection should be made as soon as possible by the employee concurrent with the implantation of any other immediate action they deem necessary. Actions taken by the employee may consist of, but not limited to:
 - Personally carrying out immediate works or repairs that might be possible and appropriate to the situation.
 - Contracting the supervisor or CAO where circumstances require assistance from additional resources.
- 3.3 During each period of On-call the employee will keep a log for each call received that includes the following information:
 - The date, time and from whom the calls was received;
 - A brief description of the location and circumstances of the subject matter reported by the call;
 - A brief outline of action taken, if any.

3.4 Each employee on the On-call rotation schedule will be provided with the latest listing available of:

- Telephone numbers for after hours contact for all Village employees, contractors and CAO.

3.5 Where the on-call employees are designated to be On-call under conditions which may restrict their normal off-duty activities, they shall be compensated at straight time on the following basis:

- One (1) hour per day at the employee's straight time hourly rate during each week day excepting statutory holidays.
- Two (2) hours per day at the employee's straight time hourly rate for each Saturday, Sunday and statutory holiday except for the statutory holidays as specified below.
- Four (4) hours per day at the employee's straight time hourly rate on Christmas Day, New Year's Day, and Good Friday.

3.6 Compensation as outlined in item 3.5 will be the normal On-call payment and will be considered full pay for the employee's commitment to remain within contact at or near their normal off-duty location and for taking calls/or dispatching the required action from their normal off-duty location.

3.7 On On-call compensation shall be made if an employee is on an approved leave (1.3), unable to be contacted or if the employee does not report for duty when required.

4. END OF POLICY

Resolution # 007-16

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