



ARTICLE XI ON-CALL AND STAND-BY POLICY

I. POLICY:

On-call (Call Back): “Waiting to be Engaged” Defined

If an employee who is able to use his or her time freely and is not performing a specific assigned task, that employee is considered “waiting to be engaged” otherwise known as “On-Call.” The employee can be available by telephone if needed; however, since he or she is waiting (off-duty), the employee is not compensated for that time. If the employee is called back to work outside of normal working hours, he/she is guaranteed a minimum of two (2) hours of paid work time. However, no more than two (2) hours of guaranteed work time per 24 hours will be credited regardless of the number of times the employee is called back to work; unless the call back results in the employee working more than two (2) hours of actual work time, then all-time worked will be credited as hours worked. Hours actually worked while on-call are calculated beginning when the employee reports to the work site.

Stand-by: “Engaged to Wait” Defined

When an employee is required to stay at the workplace or is so near to the workplace that he or she cannot use his or her time freely, the employee is “engaged to wait (on-duty)” otherwise known as “stand-by” and the employee is compensated for their time. Employees “engaged to wait” otherwise known as “on-duty” will be compensated for their time at the employee’s regular hourly rate and subject to all FLSA overtime provisions.

The Town provides a continuous twenty-four hours a day, seven days a week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the Town is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal.

Stand-by and Compensation Leave for Cemetery Employees. Due to the scheduling of funeral services on the weekend and holidays, employees are required to be available to work during these times. Employees will work a rotating schedule to cover all obligations consistent with funeral preparation.

Cemetery Employees who are required to work on the weekend or a holiday to cover such events will receive compensation for hours worked at the FLSA rate. The Department Head is required to administer all leave.

Policy adopted by Selma Town Council

Effective Date: November 14, 2000
Amended August 11, 2015
Amended July 10, 2018

As of August 10, 2021, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.