

9.8 ON-CALL TIME

On-call time is time spent by employees, usually off the working premises, in their own pursuits during which time the employee must remain available to be called back to work on short notice if the need arises. Employees will not be placed on-call and will not be compensated for on-call time unless a department has an approved on-call policy as stipulated below and an on-call budget appropriated by the Board of County Commissioners.

Employees required to be on-call will receive compensation for being on-call at an hourly rate of \$63.00 per hour. Employees required to be on-call on County approved holidays will receive compensation for being on-call at an hourly rate of \$126.00 per hour. In addition, if an FLSA non-exempt employee is required to respond to a call, the employee will be paid for the actual hours worked including up to 30 minutes of travel time pursuant to the Holiday Leave policy Section 8.2. Certain FLSA exempt employees as identified in the department's on-call policy will receive compensation for being on-call, but will not be paid for actual time worked. Department Heads and Elected Officials are not eligible for on-call pay.

Departments that require employees to be on-call will establish appropriate policies including physical restrictions placed on an employee while on-call, response time for calls for services, the uses of the on-call time by the employee, applicable disciplinary action taken if an employee fails to follow on-call policies, etc. Proposed departmental on-call policies are subject to review by the County Manager if they are applicable to departments not headed by Elected Officials and shall not be put in effect until approved. On-call policies for departments headed by Elected Officials are subject to review by the Board of County Commissioners and shall not be put in effect until approved.

The Board of County Commissioners requests that Elected Officials submit any proposed departmental on-call policies to the County Manager and Human Resources Director prior to their consideration for adoption so that they may review the proposed policies and make their recommendation to the Board of County Commissioners. The Board of County Commissioners alone controls Routt County budgets and, therefore, the Board's approval is required for any Supplemental Policies affecting the budget, including without limitation, any such policy concerning salaries, hourly wages, or benefits, is required to such policies being effective whether adopted by an Elected Official or by an Appointed Department Head.