


INDIAN RIVER COUNTY
MEMORANDUM

TO: Jason Brown
County Administrator

FROM: Suzanne Boyll 
Human Resources Director

DATE: December 5, 2016

SUBJECT: Approval of On-Call Policy for Exempt Employees

BACKGROUND:

The Public Works and Utilities Departments respond to after-hours calls in order to respond to issues which may impact services or create a safety concern for Indian River County. Each Department assigns an exempt manager or supervisor to participate in an on-call rotation requiring the employees to provide the following services outside of normal business hours:

- promptly responding to after-hours calls.
- assessing the situation and providing guidance and direction on the appropriate response including directing personnel, identifying equipment needs, coordinating with appropriate agencies and notifying appropriate individuals, and responding on-site when needed. Divisions will establish which type of events mandate an on-site response.
- limiting travel while on-call to be available to respond on site within one (1) hour in Indian River County.
- being in a state of readiness to respond and not be impaired or under the influence of any controlled substance to include medication or alcohol.
- complying with administrative policies and safety regulations.
- other duties as may be required to manage the incident/event

The on-call assignment is rotated between experienced staff who are qualified to respond and provide direction related to a variety of after-hours calls.

Both Department have requested the County implement an on-call policy to provide a flat rate compensation in recognition of the additional duties.

Under the proposed policy, employees would earn \$35 for each weekday they are on call and \$70 for each holiday and weekend they are on call.

The oversight by management when responding to after-hours calls ensures the appropriate level of response is provided, coordination with other agencies as may be appropriate, and the efficient restoration of services to Indian River County.

ANALYSIS:

The budgetary impact would be:

Fund	Cost w/ Fringe
111 - Transportation	\$19,313
471 - Utilities	\$19,313
Total	\$38,626

FUNDING:

Funding for these expenditures will be available via a budget amendment from Utilities and Transportation Fund Cash Forward Oct 1st.

RECOMMENDATION:

Staff recommends the Board approve the attached On-Call policy for exempt employees.

ATTACHMENTS:

On-Call policy effective January 1, 2017