



ADMINISTRATIVE POLICY MANUAL	SECTION Personnel	NUMBER AM-301.2	EFFECTIVE DATE 01-01-17
	SUBJECT On-Call Pay: Exempt Employees		PAGE 1 OF 2

POLICY:

It is the policy of the County to ensure exempt supervisors, below the level of division manager, are available to respond to after-hours issues that may require direction, guidance, and/or on-site response by the supervisor. Such a policy will help maintain critical utility, public works and traffic engineering services in order to ensure an efficient and effective response and allocation of resources which manages after hours' incidents/events that may affect the safety and health of the residents of Indian River County. Typical incidents/events include wastewater/water main breaks, utility plant operations issues, traffic control device malfunctions and knockdowns, road and bridge safety issues, street lighting, public buildings, etc.

ELIGIBILITY:

This policy applies to exempt supervisory employees below the level of division manager who are assigned on-call duties as approved in writing by the Department Director and fulfill the on-call responsibilities outlined below. The Department Director has the sole discretion in approving exempt supervisory on-call assignments. This policy does not apply to non-exempt employees.

ON-CALL RESPONSIBILITIES:

Supervisory employees below the level of division manager serving in an on-call capacity shall perform the following duties, including but not limited to:

- 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. Department Directors and Division Managers 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.

