

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.

other duties as may be required to manage the incident/event

COMPENSATION:

In recognition of the above, exempt supervisory employees who are assigned and serve in an on-call capacity shall receive flat rate compensation of \$35 for each weekday serving on-call, and \$70 for each weekend day or holiday.

OTHER CONSIDERATIONS:

Exempt employees who respond on-site and work more than sixteen (16) hours within any twenty-four (24) hour period may be required to take a minimum eight (8) hour rest period prior to returning to work. Electronic notification must be made to the Division Manager as soon as possible if this occurs and the employee is unable to report to work at the beginning of the next regular work day.

Divisions may establish procedures, which are not in conflict with this policy, necessary to maintain an efficient and effective response to after-hours calls. This policy may be amended as necessary.

Approved by:_			
	Jason E. Brown, County Administrator	Date	