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| COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia | POLICY NUMBER: 150.1 through 150.7 | Page 1 of 3 |
| | SUPERSEDES: July 1, 2012 | DATE ISSUED: May 5, 2016 |
| SUBJECT: On-Call | AUTHORIZATION: Percy C. Ashcraft, County Administrator | |

150.1 On Call Employees

It is the objective of Prince George County to provide compensation for those employees who are “on call” and are regularly required to be available when needed to handle emergency situations occurring outside of standard working hours. Compensation is available only to full-time non-exempt employees as determined by the Department Director and approved by the County Administrator. Emergency situations include but are not necessarily limited to:

1. Police Crash Team callout for a vehicle related accident
2. Crime scene callout for a detective or other necessary police personnel
3. Animal Control for vicious or injured animals
4. Social Services callout for providing emergency services to the citizens

“On Call” is considered to be a period of time when an employee is not required to remain at his or her work station and is free to engage in his or her own pursuits; subject to the understanding that he or she must be able to be reached and respond promptly to an emergency situation as outlined by the Department Director. The on call employee must leave word at his or her home and/or with the Department Director where he or she may be reached. Certain employees may also be required to carry cell phones. “On Call” employees should be scheduled on a rotation basis, normally consisting of seven consecutive days per assignment.

Employees shall be classified as “on call” employees only when so designated in writing by the Department Director and approved by the County Administrator. A copy of the designation shall be forwarded to the employee’s personnel file in the Department of Human Resources and to the Payroll Office in the Department of Finance.

150.2 On Call Compensation

Unless otherwise governed by State policy, an “On Call” employee shall receive a supplement of \$125.00 for each 7-day “on call” assignment. In addition, when an employee is called back to work after hours, monetary compensation will be given for the actual time worked. Time worked will be measured from the time the employee

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arrives at work until the completion of the assignment. All compensation will appear in the employee's next scheduled paycheck that covers the on-call time period.

Any future changes in compensation will be determined by the County Administrator.

150.3 Call Out Employees

“Call Out” employees are non-exempt employees who are not considered to be “on call”, but who must respond to certain irregular situations, after working hours in a timely manner. Work contiguous to an employee's workday, either reporting early or staying late, is not considered a call-out situation. Department Director is responsible for establishing a “call out” list and will be the first person called when a situation occurs that requires a response. Irregular situations include but are not necessarily limited to:

1. Inspections for fire calls
2. Assistance to an “on call” employee
3. Utility Workers call out for Water Main or Sewer Line Breaks
4. Building Maintenance Mechanics callout for mechanical/electrical malfunctions at any County building
5. County Garage Mechanics responding to Public Safety emergency issues

150.4 Call Out Compensation

A “call out” employee as listed in section 150.3, will receive a minimum of four (4) hours of monetary compensation for any call. For hours worked in excess of the four (4) hours, monetary compensation will be given for the actual time worked. Time worked for call out employees will be measured in accordance, with FLSA from portal to portal. All compensation will appear in the employee's next scheduled paycheck that covers the call out time period. Compensatory time may be given in lieu of monetary compensation for callout only when approved by the Department Director.

Any future changes in compensation or the guaranteed number of hours will be determined by the County Administrator.

150.5 Call Out – Social Services Employees

Social Services “Call Out” employees are non-exempt employees who are not considered to be “on call”, but who must respond to certain emergency situations, after working hours in an urgent manner. Work contiguous to an employee's workday, either reporting early or staying late is not considered a call-out situation. The Department Director is responsible for establishing a “call out” schedule for situations that requires a response. Emergency situations include but are not necessarily limited to:

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1. Investigations of allegations/referrals of child abuse and neglect
2. Police requested assistance with domestic violence or drug raids to ensure the safety of the children
3. DUI callout when children are in the vehicle to find alternate care givers
4. Death investigation of a child
5. Disoriented elderly citizens

150.6 Call Out Compensation – Social Services Employees

A Social Service employee who is “called out” will receive compensation for each hour they are out. Time worked for call out employees will be measured in accordance with FLSA from portal to portal. All compensation will appear in the employee’s next scheduled paycheck that covers the call out time period. Compensatory time may be given in lieu of monetary compensation for callout only when approved by the Department Director.

150.7 Distribution of On Call Policy to County Employees; Employee Acknowledgement

A copy of the On Call Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee’s personnel file.