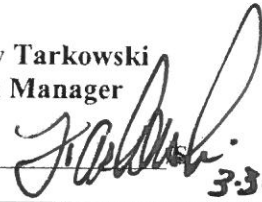


**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject:		File Under Section:	
ON-CALL DUTY		PERSONNEL	
Effective Date:		Number:	Page:
March 26, 2015 Res. No. 1908		2-07	1 of 3
Supersedes:		Approved By:	
September 16, 2007 Res. No.1532, 09/13/2004		Larry Tarkowski Town Manager	
		Date:  3-30-15	

1.0 POLICY

- 1.1 The policy of the Town of Prescott Valley is to effectively respond to after-hour emergencies associated with the delivery of public service to the citizens of Prescott Valley and the surrounding community.

2.0 PURPOSE

- 2.1 The purpose of this policy is to establish and maintain procedures for responding to after-hours emergencies.

3.0 APPLICABILITY

- 3.1 Non-exempt employees in Public Works, Police and other Town departments as designated by the Town Manager.
- 3.2 All employees whether or not they are scheduled for on-call duty may be called into work in response to a service call or shortage of staffing.

4.0 REFERENCE

- 4.1 Town of Prescott Valley Drug & Alcohol Free Workplace
- 4.2 Town of Prescott Valley Drug & Alcohol Control Policy
- 4.3 Fair Labor Standards Act
- 4.4 Arizona Revised Statutes

5.0 PROCEDURES

5.1 General.

- 5.1.1 Weekly on-call duty schedules will be prepared by the department operations supervisor and posted for review by all personnel affected for a period of not less than five (5) working days prior to the effective date of the schedule to avoid conflicts.
- 5.1.2 During the review period employees may reschedule or trade their assigned on-call week with that of any other employee who agrees to the exchange, subject to the approval of the department supervisor. Employees may volunteer for additional on-call duty to cover for those employees who desire to be excused. In the event that there are an insufficient number of volunteers for on-call duty, then assignments will become mandatory.
- 5.1.3 Upon completion of the review period, an official copy of the approved weekly on-call duty schedule and weekly holiday schedule will be posted on the department bulletin board and distributed to all personnel and the department manager involved.
- 5.1.4 If an emergency situation should occur making it impossible for the designated employee to perform on-call duty, a replacement on-call employee will be selected from a list of personnel who have requested additional on-call duty, the order of which will be based on rotation.
- 5.1.5 The duration of time that an employee will be assigned weekly on-call responsibilities will commence at the beginning of his/her regular weekly working shift and conclude at the beginning of the following regular weekly working shift.

5.2 Conditions of On-Call Duty.

- 5.2.1 All qualified department employees will be required to assume on-call responsibilities on a rotating basis subject to:
 - a. Residence within a thirty (30) minute commuting distance from the department operations center. If the residence of a qualified employee changes resulting in a commuting distance greater than thirty (30) minutes, that employee will no longer be eligible for on-call assignment or an assigned vehicle.
 - b. New employees who meet the above conditions will be added to the next weekly on-call duty schedule following the successful completion of their introductory period.

5.3 On-Call Duties and Responsibilities.

- 5.3.1 General duties performed by an employee whose status is on call shall include, but not be limited to, responding to all calls relating to customer services and emergencies.
- 5.3.2 Personnel on call will be required to respond by phone within ten (10) minutes and be capable of reaching the emergency site within thirty (30) minutes.
- 5.3.3 The on-call employee shall be assigned a Town owned vehicle during on-call hours. Use of the Town owned vehicle shall be restricted to the performance of official business.
- 5.3.4 The on-call employee shall be assigned and will have access to a portable radio, cellular phone and pager at all times during the scheduled on-call hours.
- 5.3.5 It is recognized that personnel on call will be required to make decisions not normally within their scope of responsibility as to the nature of the "call out" (i.e. emergency or non-emergency, number of personnel needed for the situation, etc.). To this effect, the on-call employee will, to the best of his/her ability, evaluate each situation and take corrective action in the most economical way possible while maintaining a safe environment for the community and personnel.
- 5.3.6 The on-call employee shall file a report in the format designated by the Town to the department head with respect to all incidents to which response was initiated.
- 5.3.7 While on call, employees are prohibited from consuming alcohol or controlled substances.

5.4 Compensation.

- 5.4.1 A fixed amount of stand-by pay will be paid per day to employees whether a call out occurs or not.
- 5.4.2 On-call time cannot be converted to compensatory time or overtime.
- 5.4.3 During scheduled work days on-call employees called back into work will be compensated at a minimum of one (1) hour at time-and-one-half of their regular rate of pay.
- 5.4.4 During scheduled days off, on-call employees called back into work will be compensated at a minimum of two (2) hours at time-and-one-half of their regular rate of pay.
- 5.4.5 Employees not scheduled for on-call duty but are called back into work will be paid regular wages for a minimum of two (2) hours.