

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b>  <b>ON-CALL/CALL IN</b>
	<b>NUMBER:</b>  <b>EMP 10.0</b>	<b>REVISIONS:</b>  <b>1</b>	<b>EFFECTIVE DATE:</b>  <b>May 7, 2018</b>
	<b>SUPERCEDES:</b>  <b>10/17/2011</b>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>	
		<b>A. Max Bacon, Mayor</b>	<b>Date</b>

**PURPOSE:** The purpose of this policy is to define the City of Smyrna's policy for non-exempt employees who (1) are required to carry a city mobile phone or device during specific, non-work hours as assigned AND (2) are officially "on call" to return to work **within one (1) hour or less** due to emergency situations or needs which cannot wait to be handled during normal working hours.\*

*\*Note: Regardless of whether or not they carry City mobile phones or device, public safety employees of the Fire/EMS or Police Departments may be required, as a condition of employment with the City in their respective job classification, to report to duty when summoned during an emergency or crisis situation. It is not the intent or effect of this stipulation, however, to unduly restrict such employees' personal time and activities.*

*In addition, employees who are considered executive, administrative, and/or professional are considered EXEMPT and shall receive no additional compensation for carrying a city mobile phone or device, being on call, or responding to after-hours emergencies.*

**STATEMENT OF POLICY**

It is the general policy of the City of Smyrna that all work performed by non-exempt employees shall, as much as possible, be completed during the employee's normally scheduled work day or shift.

In order to respond to emergency situations, however, it is sometimes necessary for certain non-exempt personnel to be "on call" after normal working hours to respond to emergency situations within one (1) hour or less. Such employees, designated by their respective department heads with the approval of the City Administrator, will be assigned a city mobile phone or device for the designated hours they are required to be on "on call" status. An "on call" employee must always be reachable through his or her assigned city mobile phone or device and respond immediately to a page. The "on call" employee must report to his or her emergency assignment within one (1) hour or less.

The department head, with the approval of the City Administrator, will carefully determine when conditions warrant that a non-exempt employee carry a city mobile phone or device and be "on call" to respond to emergency situations within one (1) hour or less.

**Compensation** - The non-exempt employee will receive \$-50 per day on-call pay. If the employee is not called out after his normal work hours, the employee will not be eligible to earn any other additional compensation.

**Non-exempt** Police officers placed on-call by subpoena for Court will receive \$15 per day if not scheduled normal working hours.

If the non-exempt employee is called out after his normally scheduled hours of work, but has not yet reached or exceeded his or her respective overtime threshold for the work period, the employee will receive additional straight-time pay for all on-call hours actually worked.

If the non-exempt employee's overtime threshold for the respective work period has been exceeded, then the employee will receive compensatory time off or overtime pay at the rate of time-and-one-half for all hours actually worked or spent commuting to and from the work place. (Up to 30 minutes total round-trip travel time may be claimed per call based upon the employee's actual travel time). *"On call" employees who meet the above criteria and are called out on official City holidays or after hours during the week of a holiday will also receive compensatory time off or overtime pay at the rate of time-and-a-half for all hours actually worked on the holiday or after hours during the week of a holiday only*

Exempt employees shall receive no additional compensation for carrying a city mobile phone or device, being on call, or responding to after-hours emergencies, in accordance with federal FLSA regulations.

A City employee (either non-exempt or exempt) who is officially "on call" must be prepared at all times to respond professionally and safely to a call. Therefore, he or she must not be under the influence of any alcoholic beverage, controlled or illegal substance, or other substance which could impair the employee's judgment, fitness for duty, or capability to perform his or her job properly and safely. Each employee is obligated to inform his or her immediate supervisor or department head of the use of any medications or substances that may cause drowsiness or other side effects and impair the employee's ability to drive a vehicle or perform essential job functions. (See policy entitled "*Drug and Alcohol*" for further details.)