



PERSONNEL POLICY

SUBJECT: ON-CALL PAY

DATE: January 1, 2017

Number: 107-16

I. Statement of the Policy

To ensure that employees will be available to address and resolve issues that may arise, Fulton County has instituted this on-call compensation policy to cover those nonexempt employees who may be required to be on-call and/or return to work following their regularly scheduled shift.

During the on-call period, employees may not be required to report to work and may perform on-call work remotely to the extent their job allows and consent is given by their supervisor. Employees are free and encouraged to engage in personal activities during the on-call period. However, Fulton County requires that the employee refrain from the use of alcohol and/or illicit drugs during their on-call period to ensure soundness of judgment.

This policy will be applied and interpreted in accordance with applicable municipal, state and federal legal requirements.

II. Applicability

This policy applies only to nonexempt employees. Exempt employees are not eligible for "on-call" pay.

III. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



PERSONNEL PROCEDURE

SUBJECT: ON-CALL PAY

DATE: March 17, 2017

Number: 107-16

I. Requirements and Procedure

During the on-call period, employees may not be required to report to work and may perform on-call work remotely to the extent their job allows and consent is given by their supervisor. Employees are free and encouraged to engage in personal activities during the on-call period. However, Fulton County requires that the employee refrain from the use of alcohol and/or illicit drugs during their on-call period to ensure soundness of judgment.

On-call employees are expected to keep their pager, cell phone, and laptop accessible during all on-call hours, and are also expected to respond to a page or call within 15 minutes of receipt.

II. Eligibility

Only those employees whose position and classification require they be available to work at unexpected times to support the operational needs of Fulton County should be placed in on-call status. If the work of the on-call employee can be done during normal work hours, then the employee should not be placed in on-call status. Department Heads are responsible for making sure employees are placed in on-call status only to the extent necessary.

The Department of Human Resources Management may at any time request an explanation for an employee's placement in on-call status. Abuse of or fraud with respect to the on-call policy will be referred to the County Manager, County Attorney and/or County Auditor for investigation and discipline including possible termination.

III. Compensation

Employees will be compensated for their on-call/call-in time. Failure to respond to a call or page during the employee's designated on-call time may result in disciplinary action.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

Nonexempt on-call employees shall be paid at their normal rate of pay for any time actually worked while on-call, as specified in this policy. Employees will be paid any applicable overtime rate if the time actually spent carrying out assigned duties during the call-in time qualifies as overtime hours.

Employees who are not required to perform any work during their on-call shift will be paid \$2.50 per hour. Because this premium payment is not for work actually performed, the on-call hours will not count as hours worked for the purpose of determining overtime.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".