



## **PERSONNEL POLICY**

### **SUBJECT: ON-CALL PAY**

DATE: January 1, 2017

Number: 107-16

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#### **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

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#### **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".