

Human Resources Policy and Procedures Updates

Effective 10/7/2023

The following provides a summary of key changes in the policies that have been reviewed and approved effective the date noted above. If the policy indicates “no substantive changes,” this means the changes were minor which may include updates to templates, grammar, numbering, or matching policy to current practice. New or substantially changed policies will have key provisions noted, but is not intended to cover every change made. To view any current policy, go to Raving Fans intranet > “Policies” > “Human Resources.”

Policy	Section	Summary of Changes
B06 – Overtime, Compensatory Time and On-Call Pay	3.1	Added on-call pay
	4.5	Hours Worked or Compensable Time: i. (Added) Emergency Call-Back
	4.6	Non-Work Time: g. (Added) On-Call Status
	4.7	On-Call Pay: a. Non-exempt, non-sworn employees are eligible for on-call pay if: 1) The department director determines on-call is a necessity for critical operations in their divisions; and 2) Such an on-call shift is officially scheduled and designated as part of a shift and approved by a supervisor. b. Employees are considered on call if they are free to use their time effectively for their own purposes (within restrictions of this policy), so long as they leave word with the appropriate supervisory personnel as to where they can be reached and respond within a response time determined by the department as acceptable (typically an hour). An employee who is free to perform personal activities but is required to be available to summons via phone, radio, pager, etc. is not considered working. c. On-call personnel must monitor communication devices while on-call. d. Employees who do not remain ready, violate, misuse, or abuse this policy shall be subject to disciplinary action up to and including termination. e. Unless the employee is actually called out to work, time spent on call is not included for purposes of calculating overtime. f. Employees will receive one-hour of pay for each on-call period assigned during a regularly scheduled workday during the workweek, or two-hours of pay for each on-call period assigned during a non-workday (normal days off) or on a city-designated holiday. Pay Codes are below: 1) OCP1 shall be used on the timesheet for regular workday on-call pay. 2) OCP2 shall be used on the timesheets for non-workday or holiday on-call pay. g. On-call personnel must be prepared to respond to call-backs at any time. As a result, they are not allowed to consume alcohol while on-call. Additionally, if an employee is taking medication that can affect their preparedness, they must inform their supervisor and be removed from on-call pay. h. Employees actually called-back to work while on-call shall be paid under the “call back” provisions of this policy in section 4.8.

Questions may be directed to Human Resources, or to 972-237-8192.