

SALINE COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: 03-01-22
SUPERSEDES:

SECTION NO. 30 **PAGE 1**
POLICY NO. 06c **OF 2**

SUBJECT: Outside Regular Scheduled Hours and Pay

SCOPE: All Employees of Saline County

RELATED POLICIES: 30.06a

- A. Definition: When a non-exempt employee:
- a. must return to work after their normal shift has ended and they have left for the day; and/or
 - b. is required to report to work more than one-hour before their next scheduled shift; and/or
 - c. is required to report to work on an unscheduled day (such as a normal day off, holiday, or approved paid leave day).
- B. Four types: Call-In, Call-out, Standby and On-Call
- a. Call-In: Follows the basic definition as described in “A” above and the time is unexpected/unknown. A non-exempt employee who reports to work due to a “call-in” shall be paid for such time in accordance with regular pay policies, except the employee shall receive a minimum payment of two (2) hours. If the call-in occurs on a weekend or holiday, the employee shall be paid a minimum of three (3) hours at their overtime rate. Hours worked beyond the guaranteed minimum will be paid per policy. These hours will count toward hours worked in determining overtime eligibility.
 - b. Call-Out: Follows the basic definition as described in “A” above and the time is known/planned and requested by the Department Head/Elected Official and/or their designee. For example, if a non-exempt employee agrees to participate in a community event on behalf of the department outside their regularly scheduled hours. The employee will be paid at their overtime rate for those hours. These hours will count toward hours worked in determining overtime eligibility.
 - c. Standby: A non-exempt employee shall be on standby when required to be available, with a reasonable probability of call-in for work, outside their normal working hours and subject to restrictions which limits the employee’s activities. Whenever possible, the hours will be identified and relayed to the employee in advance. These hours do not count towards overtime computation.
 - i. An employee on standby shall remain available at the employer’s direction for recall to perform necessary work. Standby assignments shall be limited to work situations where a probability for emergency recall of employees exists, such as but not limited to severe weather situations, home health patient responses and juvenile intake and assessment.
 - ii. Employees placed on standby shall not be under the influence of drugs or alcohol while on a standby status. They must be available to work and in a physical and mental condition to work safely.
 - iii. Employees placed on standby must remain in a geographic proximity that allows them to return to their home department location or designated location within the department’s expected response time.

- iv. If an employee is called in while on standby, the time will then follow the “Call-In” process and the standby pay will stop unless/until the employee is placed back on standby. The hours physically worked will count toward hours worked in determining overtime eligibility.

Non-exempt employees shall be compensated at the rate of two dollars (\$2.00) for each hour they are required to serve on standby status when the standby is on a weekday and three dollars (\$3.00) when the standby is on a weekend or holiday. An employee on standby who fails to respond and/or is not available when contacted and who is unable to present reasonable justification for their failure to respond/report when contacted shall lose standby compensation for that standby period and may be subject to disciplinary action.

- d. On-Call: An employee may be asked to carry a work-related pager or cell phone for emergency contact purposes. Because this leaves the employee essentially free to pursue personal activities with little interference, it is not considered standby or other compensable time and therefore does not count towards overtime unless and until the employee is contacted to respond to an emergency or event as defined above.