

RESOLUTION 2016-12

AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR KENT COUNTY

The Board of County Commissioners of Kent County hereby resolves to amend Part V, Salaries and Benefits, of the *Personnel Policies and Procedures Manual for Kent County* (adopted April 10, 2001), with the following amendment:

For the purpose of amending chapter PM75, "Attendance and Hours," to add Article V "On Call/Call Back Duty" to the *Personnel Policies and Procedures Manual for Kent County*, as follows:

ARTICLE V On Call/Call Back Duty

PM75-9 Definitions

As used in this Article, the following terms shall have the meanings indicated:

ON CALL DUTY – The seven day period of time in which an employee is expected to respond to situations that need to be addressed outside of the normal work day hours of the department or division.

CALL BACK DUTY – occurs when a non-exempt employee is called to return to work outside of normal work hours. Call back duty does not include reporting early for duty before the start of the normal work day or staying later after the end of the normal work day.

PM75-10 Compensation

In the event an employee is on call, he/she shall be compensated with a stipend of \$40.00 for each seven day period.

Non-exempt employees who are called back to duty either while on call or unexpectedly, shall receive a minimum of two hours of compensation. The time calculated to be compensated will begin at the time the employee receives the call and ends when the job is completed; it does not include the travel time to return to the home.

PM75-11 On Call Reporting Requirements

An on call employee must

1. Be reachable by phone, pager, or similar technology; and
2. Report to work within one hour of being called to duty; and
3. Not consume any substance that would impair him/her from performing his/her duties in the event he/she is called to work. If, for any reason, an on call employee becomes unavailable to report to work while in an on call status, he/she shall notify his/her supervisor.

As long as an on call employee can be contacted and report to work within an hour, there are no other restrictions on what the employee does during his/her non-working hours.

PM75-12 Appeal Process

While every effort will be made to distribute on call and call back duty among all qualified employees in the department, the department head reserves the right to schedule employees, as necessary, to meet the needs of the department. Assignment to on call status and call back duty is not subject to appeal or grievance.

ATTEST:

**THE COUNTY COMMISSIONERS OF
KENT COUNTY, MARYLAND**



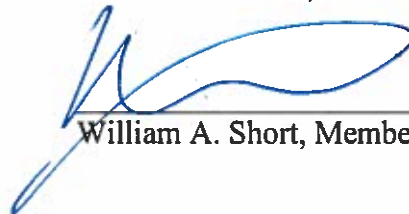
Sondra M. Blackiston, Clerk



William W. Pickrum, President



Ronald H. Fithian, Member



William A. Short, Member

ADOPTED: October 18, 2016
EFFECTIVE: October 18, 2016