



**Board of Commissioners
Agenda Item Transmittal Form
Policy Transmittal Form**

Type of Request: Implementation of On Call Policy		County Clerk Use Only Policy #:
<input type="checkbox"/> Submission Information Contact Name: Toni Holmes Department: Talent Management	<input type="checkbox"/> Information Summary of Request: Implementation of On Call Policy for the purpose of compensating employees that fall within this category	
<input checked="" type="checkbox"/> Department Director /Elected Official Signature I have reviewed the attached, and it is approved as to substance. Signature: <i>J. C.</i> Date: 11/30/18	<input type="checkbox"/> Chief of Staff Signature I have reviewed the attached, and it is approved for processing. Signature: _____ Date: _____	
<input type="checkbox"/> County Attorney Signature I have reviewed the attached, and it is approved as to form. Signature: _____ Date: _____	<input type="checkbox"/> Director of Legislative Affairs/County Clerk Signature I have reviewed the attached, and it is approved for processing. Signature: _____ Date: _____	

Notes and Comments:

2018-531B

The Rockdale County Board of Commissioners recognizes that departments, offices and/or courts may require non-exempt employees to be "On Call" for the purpose of responding to pre-arranged extra or emergency work situations.

"On Call" time is defined as time spent by an employee, outside of normal work hours, where the employee is required to wear a pager, cellular telephone, or leave word with the employer as to where he or she can be reached by telephone in the event the employee needs to return to work. According to the Fair Labor Standards Act (FLSA), the waiting time while on call is not compensable as long as the conditions placed on the employees' activities are not so restrictive that they cannot use the time effectively for personal pursuits.

Eligible employees are classified as "non-exempt" under the Fair Labor Standards Act (FLSA).

Departments/offices/courts will establish on call schedules for eligible employees and the employees will be compensated using the following guidelines:

- Employees scheduled for on-call duty are to be paid one (1) hour for each day on-call. The additional one hour is not considered time worked and, therefore, is paid at the employee's straight time pay rate.
- The employee receives pay for one (1) hour for being on call, plus two (2) hours if they are called out and report to a job site, in addition to the total number of hours actually worked. The additional two (2) hours is not considered time worked and, therefore, is paid at the employee's straight time pay rate.
- The employee must respond within one (1) hour unless otherwise approved by a supervisor. If an employee does not respond within the required time, no on-call pay will be applied and they will be subject to disciplinary action.

Approved this ____ Day of _____

Board of Commissioners
Rockdale County, Georgia

By: _____

Oz Nesbitt, Chairman

Attest:

By: _____
Jennifer Rutledge, County Clerk