

# COUNTY OF ST. PAUL #19

**Policy Number**  
**PW-101**

**Title**  
**On-Call Policy**

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**Date Approved**

## **Objective:**

The County of St. Paul recognizes that its employees are its most valuable resource and wishes to provide additional compensation for designated employees who are required to serve in on-call status and/or who are called back to work.

## **Definitions:**

*On-call* is when an employee must remain available to be called back to work on short notice if the need arises.

*Emergency Callback* is when an employee has left the work site and is requested to respond by going back to work on short notice to an emergency situation for any of the following reasons:

- To avoid significant service disruption
- To avoid placing employees or the public in unsafe situations
- To protect and/or provide emergency services to property or equipment
- To respond to emergencies with residents

## **Procedure:**

On-call compensation is provided when designated employees are required to be on-call and report back to work upon contact via pager or telephone in the event of an emergency.

Supervisors will be responsible for designating the individuals who are to be placed on call, maintaining the list, and creating a schedule for all on-call personnel. All on-call scheduling must be authorized by the Chief Administrative Officer or their designate.

The on-call premium will be \$30 per day for all scheduled personnel.