

**Resolution 2-14
Resolution to Adopt Town of Leonardtown
On Call/Call Back Policy**

RESOLUTION

Resolution of the Commissioners of Leonardtown adopting the Town of Leonardtown On Call/Call Back Policy.

WHEREAS, the Commissioners of Leonardtown recognize that there is a significant need for providing 24 hour per day, seven days per week coverage for the utility service delivered to the residents by the Town of Leonardtown; and

WHEREAS, the Commissioners of Leonardtown feel that the employees providing this 24/7 service should be fairly compensated for these services; and

WHEREAS, the Commissioners of Leonardtown have commissioned Frank and Wheeler Group, LLC to complete a Compensation Study which includes an On Call/Call Back Policy recommendation; and

WHEREAS, the Town of Leonardtown On Call/Call Back Policy attached hereto shall be incorporated into the Leonardtown Personnel Rules and Regulations Manual adopted February 9, 1998 as section IV-H. This policy shall go into effect January 1, 2015;

NOW THEREFORE, BE IT RESOLVED THAT the Commissioners of Leonardtown hereby adopt this Resolution and the attached On Call/Call Back Policy.

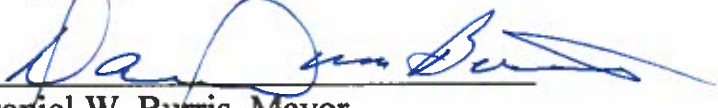
READ AND PASSED THIS 8th day of December, 2014.

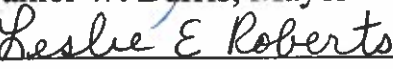
ATTEST/WITNESS:



Laschelle McKay
Town Administrator

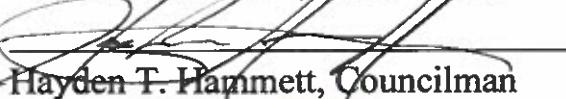
COMMISSIONERS OF LEONARDTOWN:



Daniel W. Burris, Mayor


Leslie E. Roberts, Vice President

Thomas M. Combs, Councilman



Hayden T. Hammett, Councilman



J. Maguire Mattingly, IV, Councilman



Roger L. Mattingly, Councilman

Town of Leonardtown

On-Call & Call-Back Pay Policy

Nonexempt employee(s) on-call per their assigned weekly schedule and/or called back to work when off duty by the department supervisor or higher authority shall be compensated as follows:

On-Call Policy

Eligibility – Employees shall be eligible to receive an on-call per diem stipend (even if not called to work) for the number of days assigned on-call duty.

Rate of Pay - The on-call stipend shall be \$20 per day, Monday-Thursday; \$40 per day, Friday-Sunday; and \$40 per day on holidays.

Call Back Policy

Hours of Work – Nonexempt employees shall be paid based on the number of hours worked during the call back, but no less than 2 hours. Time clock usage is still required.

Travel – When called back to work, all travel time to and from the work location will also be counted as hours worked.

Rate of Pay – Nonexempt employees shall receive pay at a rate of one and one-half (1½) times their regular hourly rate for all call-back hours worked, in addition to the on-call per diem stipend.

Holidays – Employees called back to work on a holiday will be paid at a rate of two and one-half (2½) times their regular rate for actual hours worked, in addition to the on-call per diem stipend.

Special Events

Nonexempt employees will receive a minimum of three (3) hours of pay at a rate of one and one-half (1½) times their regular rate for working a special event outside their regular scheduled hours.