



Administrative Policy
CALL-OUT TIME FOR EMPLOYEES ON CALL
Personnel – A308

Effective Date:

February 2013

Revised Date:

Call-Out Time for Employees on Call

Summary

For the purpose of clarification, The Town of Payson has determined it is necessary to address the manner of how the minimum work time charged for an on-call employee is calculated.

Process

When an employee is called out to perform a Town function outside of normal work hours the following applies.

1. There is a minimum of two (2) hours paid for the initial call-out each day.
2. If the task requires less than two (2) hours to complete, the employee is paid for two (2) hours.
3. If the task requires more than two (2) hours to complete, the employee is paid for the actual amount of time worked instead of the two (2) hour minimum.
4. If there is an additional call-out of the same employee on the same day within two (2) hours of the original call-out, the time charged on the time sheet is either the: (1) a total of the original two (2) hour minimum; or (2) the actual amount of time required to complete all the required tasks, whichever is greater.
5. If there is an additional call-out of the same employee on the same day more than two hours after the previous call-out and the employee is no longer working on the previous call-out, the time charged on the time sheet is either the: (1) a total of a new two (2) hour minimum; or (2) the actual amount of time required to complete the required task, whichever is greater.



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CALL-OUT FLOW CHART

