

KINGMAN COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURE MANUAL

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SECTION 1.2 ON-CALL/CALL BACK TO WORK

SCOPE

Kingman County Sheriff's Office provides public safety to the community. To meet this commitment it is sometimes necessary for employees to be called back to work after their normal hours of work. As an employee of the Kingman County Sheriff's Office, all employees are subject to be called back to work at any time.

POLICY

1. Call Back to Work.

All Kingman County Sheriff's Office employees are subject to be called back to work after employees normal or scheduled hours of work. The Sheriff or designee may require an employee to return to work to finish work, to give assistance to another employee, respond to an incident or an emergency or a disaster.

The for Call Back to Work, employee are not required to remain in the County, are not required to remain at home, and are not restricted in their movements in any away from their home. The employee has free personal use of the time. However, if they are contacted, they should respond to the call back request within a reasonable amount of time. If an employee has been consuming an alcoholic beverage or is ill, the employee shall notify the supervisor and not respond.

Compensation of pay will only be given when an employee is called back to work and for hours worked. These worked hours will be shown on the employees pay sheet. Travel time from home to work will be shown as hours worked. This only for employees who are called back to work.

2. On Call.

Kingman County Sheriff's Office employees maybe assigned On-Call time. On-Call time is when the department notifies the employee that the employee maybe needed to report to work or respond to an incident or emergency on short notice. This notification maybe shown on the schedule or given directly to the employee.

On-Call term is defined as the mandatory availability of an employee to respond within 10 minutes of being contacted to report to work. The employee must be immediately accessible by phone, pager or radio and must remain in close enough proximity to the work place in order to meet the minimum response time, with necessary job related dress and equipment.

The employee's activities are restricted so that during the time they are on standby they are prohibited from drinking alcohol or engaging in other activities that would inhibit their immediate availability. An employee is typically placed on On-Call status that will rotate through the month.

Each non-exempt employee shall be compensated at the rate of one dollar per hour for each hour the employee serves On-Call status. Once an employee is activated to work and once the employee reports for work the time On-Call rate will stop and the employee will began paid their regular rate of work pay. When an employee has been activated and reports for work shall be paid a minimal one hour of work time. If the employee is canceled before reporting for work there is no change from On-Call to work rate. Worked hours will be shown and calculated for overtime on the employee normal time sheet. Time for each pay status will be shown in 15 minutes increments.

Failure to comply with communications during On-Call or failure to report to work when called the employee shall lose compensation for that On-Call period and may be subject to disciplinary action.

Notation: On-Call mainly effects Deputies, "reports to Work" is in the patrol vehicle going 10-8 on the radio.