

*Kingman County  
Kansas  
Personnel Policy Manual*

Policy# 44  
Call Back to Work / On Call

Commission Approval  
Date: 1-23-2017

#### 44. **POLICY**

##### **1. Call Back to Work.**

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

The employee is not required to remain in the County, is not required to remain at home, and is not restricted in their movements in any way from their home. The employee has free personal use of their 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 Department Head and not respond.

Compensation of pay will only be given when an employee is called back to work for the hours worked. These worked hours will be shown on the employees pay sheet.

##### **2. On Call.**

Kingman County employees may be assigned On-Call time. On-Call time is when the Department Head notifies the employee that they may be needed to report to work or respond to an incident or emergency on short notice.

An On-Call term is defined as the mandatory availability of an employee to respond within a reasonable amount of time after 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-call they are prohibited from drinking alcohol or engaging in other activities that would inhibit their immediate availability.

Each 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 On-Call rate will stop and the employee will be paid their regular rate of work pay. When an employee has been activated and reports for work, the employee 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's normal time sheet. Time for each pay status will be shown in 15 minute increments.

It is advised that an employee regulate their work time as "Flex Time – Policy # 18.2 when knowing that work will be required after normal work hours or weekends. The goal is to remain as close as possible to a 40 hour work week.

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.