

Town of Birch Hills

Policy no. 03-2022

ON-CALL HOURS PREMIUM

PURPOSE:

To provide guidelines for on-call hours for the employees of the Town of Birch Hills.

POLICY STATEMENT:

The intent of this policy is to set a standard to provide compensation for those employees who are required to look after the Town's operations that require attention on hours outside of the employee's typical schedule (evenings) and on weekends.

DEFINITIONS:

On weekends and evenings, it is necessary to undertake certain activities to ensure smooth operation of the Public Works Department. These duties include but are not limited to the following:

Regular Duties:

- Undertake testing in the water treatment plant and recording the results in the appropriate manner.
- Undertake a physical inspection of both treatment plant to ensure the equipment is operating properly.
- Ensure lift station has been operating.
- Respond to emergency calls.
- Remaining in an area with cell phone coverage that will permit them to respond to emergency situations within a reasonable period of time.

COMPENSATION:

The compensation for those carrying out regular weekend and evening duties shall be equal to \$25.00 per day while on the "on-call" schedule as prepared by the Public Works Foreman.

Adopted by Council on March 23, 2022



Mayor



Chief Administrative Officer

