

### **3.7(2): On-Call**

This policy applies to all employees.

#### **POLICIES AND PROCEDURES**

Adams County recognizes that it may be necessary for various departments and Elected Offices to require employees to be available for on-call assignments. It is the County's general policy that on-call assignments should be kept to a minimum. On-call time is defined as the time period when an employee is required and designated to remain available for duty during non-scheduled work hours, but he or she is permitted to engage in most personal activities as long as he or she responds to calls promptly, efficiently, and safely.

Each department shall have a written on-call duty plan that will be approved by the County Manager's Office and on file in People and Culture Services and Payroll. This plan should detail the specific course of action to be followed by employees when they are assigned to be on-call, and the plan should also detail any associated rate of pay. On-call duty should be scheduled with the employee in advance, and each department and Elected Office should develop a rotation. Employees who are assigned on-call duty must be provided with a cell phone, pager, or two-way radio during the period specified as the on-call period. Employees assigned on-call duty are generally required to respond by telephone or radio within fifteen (15) minutes, or report to a work location within thirty (30) minutes of being notified, unless the department or Elected Office requires a more or less rapid response time.

In the event an on-call employee fails to respond to a call to work or reports unfit for duty, he or she shall be subject to disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8.