

**TOWN COUNCIL OF CENTREVILLE  
RESOLUTION 15-2024**

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**A RESOLUTION OF THE TOWN COUNCIL OF CENTREVILLE TO ADOPT AN ON-CALL/EMERGENCY CALL-BACK PAY POLICY FOR EMPLOYEES**

**WHEREAS**, the Town Council of Centreville recognizes the need to set policy for the purposes of Town on-call and emergency call-back purposes;

**WHEREAS**, the Town Council of Centreville concurs with the recommendations of this Resolution:

**BE IT RESOLVED BY THE TOWN COUNCIL OF CENTREVILLE:**

**Section 1.** The Town Council of Centreville approves the On-Call/Emergency Call-Back Pay Policy attached hereto as “Exhibit A.”

**Section 2.** The date of passage of this Resolution is \_\_\_\_\_.

**ATTEST:**

**THE TOWN COUNCIL OF CENTREVILLE**

\_\_\_\_\_  
R. Gaye Adams, Town Clerk

\_\_\_\_\_  
Ashley Heffernan Kaiser, Esq., President

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Eric B. Johnson, Jr., Vice President

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Daniel B. Worth, Member

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Jim A. Beauchamp, Member

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Jeffrey D. Kiel, Member

## EXHIBIT A

Title: On-Call/Emergency Call-Back Pay	Resolution: 15-2024
Approved:	Revised:
Policy #: 300-201	Form(s):

### 1. Purpose

An emergency call-back is defined as an unscheduled request made by an appropriate management official for an employee designated as “on-call” to return to work to do unforeseen or emergency work after leaving the work location at the end of the employee’s regular shift and before the beginning of the next regularly scheduled shift.

### 2. Procedures

- A. Employees designated as “on-call” for the assigned week (7 days) will be compensated based on the following terms:
1. A premium flat rate of \$250 dollars.
  2. Substitutions may be made with 48 hours’ notice. It is the On-Call employee’s responsibility to find a volunteer or substitution, notify the appropriate supervisor, and ensure the schedule is updated. On-Call compensation will be adjusted based on the agreed upon substitution(s).
  3. The employee’s timesheet must be documented and approved by the supervisor that the employee(s) was designated as on-call for the assigned week.
- B. During the on-call period, it is the employee’s responsibility to be reachable and accessible, defined as being able to respond within 60 minutes. An on-call employee must be reachable by phone, or similar technology, and report to work within one hour (or less if required by the department) after contact has been made.
- C. The employee may not consume any substance that would impair his or her from performing his or her duties in the event he or she is called to work. If, for any reason, an on-call employee becomes unavailable to report to work while on an on-call status, he or she shall notify his or her supervisor.
- D. As long as an on-call employee can be contacted and reports to work within an hour (or less if required by the department), there are no other restrictions on what the employee does during his or her nonworking hours. Failure to respond once contacted may result in disciplinary actions leading up to termination.
- E. If the on-call employee is called back to work outside the employee’s normal work schedule (emergency call-back), then he or she will be paid for a minimum of two- and a-half hours (2.5) at their overtime rate.

## EXHIBIT A

- F. Emergency Call-Back Hours shall be computed from the time the employee leaves his or her home and returns home when the assignment is completed, not to include personal errands along the way.
- G. If the call-back time work assignment and the employee's regular shift overlap at the beginning of the normal shift, the employee shall be paid the call-back time rate of time and one-half for all hours completed prior to the normal shift. The employee shall then be paid for the balance of his or her regular work shift at the appropriate rate.
- H. Emergency call-backs that occur during paid holiday leave, call-back employees will be paid for a minimum of two-and-a-half hours (2.5) at the rate of time and one-half and his or her holiday pay at the regular rate.
- I. Supervisors will determine what constitutes an emergency and shall document as such on the employee's timesheet to validate appropriate compensation.
- J. Department Heads may authorize Emergency Call-Back Hours for an employee(s) when necessary to prepare for and deliver essential public services outside of the parameters set forth in this policy if it is deemed to be in the best interest of Town Citizens.
- K. While every effort will be made to distribute on-call and emergency call-back duty among all qualified employees in the department, the department head retains the right to schedule employees as necessary to meet the needs of the department.
- L. For procedures regarding compensation during periods when Town Government is closed due to inclement weather, refer to the Inclement Weather Policy.