



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: ON-CALL STATUS - EXEMPT EMPLOYEES	Policy Number E-9	Page Number: Page 1 of 2
	Date Adopted: TBD	Revised Date:

BACKGROUND:

The Fair Labor Standards Act exempts certain classes of employees from the wage and hour provisions of the Act. The County of El Dorado takes a conservative approach to classifying employees, choosing to treat the majority of employees as being subject to the wage and hour provisions of the Fair Labor Standards Act (or non-exempt). Non-exempt employees are compensated for work on an hourly basis, with overtime or compensating time off earned for overtime work. Exempt employees are compensated for work on a salary basis and are required to work the number of hours necessary to accomplish the work. In recognition of the fact that exempt employees are expected to work the number of hours required to accomplish the work the County grants these employees eighty (80) hours of management leave annually. The Board of Supervisors recognizes that it is impractical to consider any employee as on duty 24 hours a day, 7 days a week for any significant length of time. Therefore, the Board has established policies to govern the assignment of on-call responsibility.

POLICY:

- A. When warranted, and in the interest of County operations, department heads or their designee may assign exempt employees to "on-call" status. This assignment should be rotated among exempt employees within the department should a situation become of such a lengthy duration as to warrant on-going monitoring. The assignment should be made in writing with a copy posted in a common area of the department so that all employees are aware of which employees are currently "on-call."
- B. "On-call Duty" is an assigned duty outside the normal work week assignment during which an employee must remain where they can be contacted by telephone and be ready for immediate call-back to his/her department to perform an essential service. Employees not placed in compensated "on-call duty" status shall not be held accountable for a failure to respond. Incidental work related contact, including but not limited to telephone and e-mail, shall not require that an employee be placed in "on-call duty" status.



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- C. An exempt employee who has not been placed in compensated “on-call duty” status, who responds to an off-duty call, shall not receive additional compensation for each hour of such duty, but may work with the department head to adjust their next regular reporting time if doing so would not negatively impact County operations or service to the public.
- D. Represented employees placed in compensated “on-call duty” status will be compensated according to the terms of the applicable Memorandum of Understanding.

Primary Department: Human Resources Department

References: Salary and Benefits Resolution, No. 323-2001

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