

**BOARD OF COMMISSIONERS RESOLUTION NO: 2022-BC-R-15**

**COUNTY COUNCIL RESOLUTION NO: 2022-11A**

**A JOINT RESOLUTION OF THE MADISON COUNTY BOARD  
OF COMMISSIONERS AND MADISON COUNTY COUNCIL ADOPTING  
AN ON-CALL POLICY FOR MADISON COUNTY EMPLOYEES**

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**WHEREAS**, the Madison County Board of Commissioners and the Madison County Council, in the interest of clarity and fiscal responsibility deem it necessary to establish an on-call policy to regulate compensation for Madison County employees whose job assignment requires the ability to be contacted in order to provide services, if necessary, but are not formally on-call; and,

**WHEREAS**, after reviewing current Madison County practices, the Fair Labor Standards Act, and the Madison County Employee Handbook, the Board of Commissioners wishes to adopt the policy attached hereto as "Exhibit A", as the "Madison County On-Call Policy."

**NOW THEREFORE BE IT RESOLVED** by the Madison County Board of Commissioners that the "Madison County On-Call Policy", attached hereto as "Exhibit A" is hereby adopted and effective as of this date.

**SO RESOLVED THIS** 1st DAY of November, 2022.

**Madison County Board of Commissioners**

  
\_\_\_\_\_  
John Richwine, President

\_\_\_\_\_  
Kelly Gaskill

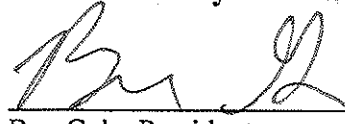
  
\_\_\_\_\_  
Darlene Likens

**ATTEST:**

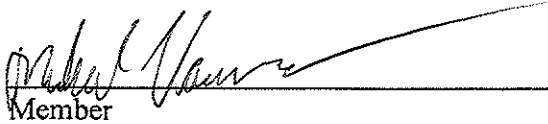
  
\_\_\_\_\_  
Rick Gardner, Auditor

SO RESOLVED THIS 15<sup>TH</sup> DAY OF NOVEMBER, 2022.

**Madison County Council**



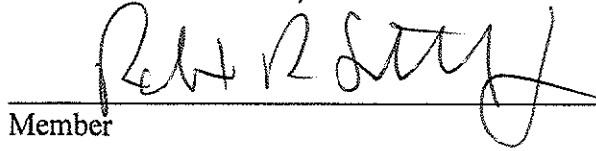
Ben Gale, President



Member



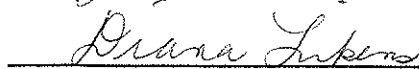
Member



Member



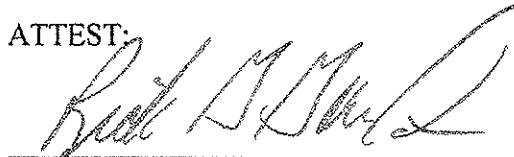
Member



Member

Member

ATTEST:



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## **MADISON COUNTY ON-CALL POLICY**

### **Purpose**

The purpose of this policy is to provide guidelines to elected officials, department directors, and supervisors regarding the process and procedures to be followed for non-exempt employees who are required to maintain their availability after hours or during days off to be on-call to come back to work or to otherwise be available to respond to emergency situations.

### **Policy and Procedures**

#### **A. Definition**

On-Call – When an employee’s job assignment requires the ability to be contacted in order to provide professional services if necessary, but not formally on duty.

#### **B. Identification and Notification**

Elected Officials and Department Directors should identify positions and employees who are required as a condition of employment to be on-call, or to come back to work outside of the employee’s regular shift.

Once Elected Officials or Department Directors identify these positions, the employee should be notified in writing that the essential functions of his or her job requires the employee to maintain an on-call status on either an intermittent or regularly scheduled basis. The employee’s job description should also be updated accordingly. The supervisor of the employee assigned to on-call status shall maintain a roster of all qualified employees and an equitable rotation policy shall be followed.

#### **C. On-Call Requirements**

Elected Officials, Department Directors, and/or supervisors should provide employees who are required to be on-call with a schedule of the time and date that the employee must be on-call. In addition, the following guidelines apply:

- Unless otherwise advised, the employee is not required, while on-call, to remain on County property. However, the employee must remain available by telephone or text while off site.

- If an emergency requires the employee to return to work, he or she must do so within one (1) hour of responding to the message.
- The employee is not required to restrict his or her activities while on-call, but the employee must remain free of the influence of alcohol or illegal drugs. In addition, the employee should not take any prescription drug that adversely affects his or her ability to safely and effectively perform his or her job duties. If an employee has a medical condition and has concerns about complying with this requirement, the employee should consult with the Human Resources Department.
- If the employee has a conflict and is unable to be on-call during his or her assigned time, it is the employee's obligation to pre-arrange with his or her immediate supervisor for a replacement to cover the employee's on-call shift.
- On-Call employees who fail to respond when called and/or who fail to find a replacement are subject to disciplinary action up to and including termination.

#### **D. On-Call Pay**

- Employees shall not be paid for time spent on on-call status.