

**LEELANAU COUNTY  
BOARD POLICY**

GENERAL SUBJECT: Administration/General  
(County Clerk)

Policy No. **17**

SPECIFIC SUBJECT: On-Call Policy

Adopted: 03/18/2003

Revised: 10/08/2013

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APPLIES TO: Leelanau County Employees On-Call.

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PURPOSE: Leelanau County employees assigned to be on-call for non-scheduled working hours may be compensated under the following conditions:

1. Approval: As a part of the annual county budget process, the department head or elected official desiring to pay staff for on-call duty shall identify the affected employees and the annual amount to be paid each identified employee.
2. Rate: The rate of pay for on-call service will be addressed on a case-by-case basis, through the budget process, unless addressed in a specific union contract.
3. Scheduling: If on-call pay is approved by the Board of Commissioners through the budget approval process, it shall be the responsibility of the department head or elected official to insure that the paid staff is scheduled to cover the required on-call periods. On-call schedules will be made available to the county administrator, for review upon request.
4. Payment: Employees receiving on-call pay shall receive the payments in equal bi-weekly payments as a part of their regular pay. 29CFR778.223 states (in part) "If the employees who are thus on-call are not confined to their homes or to any particular place, but may come and go as they please, provided that they leave word where they may be reached, the hours spent "on-call" are not considered as hours worked. Although the payment received by such employees for such "on-call" time is, therefore, not allocable to any specific hours of work, it is clearly paid as compensation for performing a duty involved in the employee's job and is not of a type excludable under Section 7(e)(2.) The payment must, therefore, be included in the employee's regular rate in the same manner as any payment for services, such as an attendance bonus, which is not related to any specific hours of work."