

ON CALL POLICY

Subject: On Call Policy - Public Works Ref: Personnel Code: #18

Date Approved: June 14, 2022 Motion No: 251/14/06/22 Replaces: 465/14/12/21

The County of Northern Lights

believes that in order to meet the needs of residents, and to respond to after-hours situations, employees may, from time to time, be required to work after hours and on holidays.

The County of Northern Lights

intends to implement the following procedure for such routine and/or emergent situations.

Signed: _____


Chief Elected Official

Signed: _____


Chief Administrative Officer

PROCEDURE:

1. The Transportation Department:

During the winter months from November 1st to April 30th, (at the discretion of the Director of Public Works), the "On Call" assignment will be divided evenly between the transportation supervisors on rotating a bi-weekly basis and an employee from the north and the south on a rotating weekly basis.

During the summer months the Director of Public Works and/or Chief Administrative Officer shall be "On Call" on a rotating basis. This is not intended to include additional on call pay, however, it is deemed to be a responsibility of the executive to ensure someone is available to take after hours calls.

2. The Utilities Department:

The Keg River Water Treatment Plant, the Manning Area Distribution, and the South Regional Waterline will have an operator on call on a year-round basis. Every effort will be made by the executive to ensure that the requirements of the Collective Agreement are met, however due to staffing limitations, there may be incidents where an employee may be assigned on call duty on two (2) consecutive weekends or two (2) consecutive paid holidays.

3. Manning Airport:

During the winter months from October 1st to April 30th, (at the discretion of the Director of Public Works) there will be one airport worker on "On Call" - an assignment that will be divided evenly between the two employees on a rotating basis. Every effort will be made by the executive to ensure that the requirements of the Collective Agreement are met, however in the event there is no more than one trained employee available for on call assignment, there may be periods where the Airport Operator is required to be on call for more than two (2) consecutive weekends or two (2) consecutive paid holidays.