

K. Approval of Changes to Policy 1058, On-Call Pay



**Northwest Fire District
Governing Board**
13535 North Marana Main Street
Marana, Arizona

SCHEDULED

MEMORANDUM NO. 25-1083

Date:	February 25, 2025
To:	Governing Board
From:	Kim Sotomayor, Director
Division:	Human Resource Services
Type of Action:	Formal Action/Motion
Strategic Plan Goals:	Strengthen recruitment, development, and retention of an engaged workforce reflective of the organization's community and core values
Agenda Item:	Approval of Changes to Policy 1058, On-Call Pay

RECOMMENDATION:

Approve of changes to Policy 1058, as presented.

MOTION:

Move to approve changes to Policy 1058, as presented.

DISCUSSION:

The changes to Policy 1058 were approved at the Leadership Committee meeting on February 5, 2025. The changes to Policy 1058 are based on recent discussions with Division Managers and Division Chiefs who expressed challenges with the current policy and the scheduling of staff, specifically related to the use of Paid Time Off (PTO) and On-Call Pay in the same day.

The changes remove PTO from section 1058.2 (b) and add (c) and (d) based on feedback from Division Managers and Division Chiefs.

ALTERNATIVES:

None.

Fiscal Impact

FISCAL YEAR: 24/25

BUDGETED Y/N: N/A

AMOUNT REQUESTED: N/A

FISCAL IMPACT: N/A

	Attachments
Policy 1058	

On-Call Pay

1058.1 PURPOSE AND SCOPE

The purpose of this policy is to establish on-call pay for those employees required to be available to respond to the District's needs outside of their regular work schedule.

This policy applies to eligible non-exempt employees who are assigned to be on- call.

1058.2 POLICY

- (a) Personnel who are assigned to the following areas may be placed on an on-call status:
 - 1. Fleet Services
 - 2. Prevention Services
 - 3. Community Assistance Program
 - 4. Facilities
 - 5. Warehouse Services
 - 6. Technical Services
- (b) On-call pay may not be authorized for any period of time during which an employee is otherwise on approved leave related to, Industrial, FMLA, or any other leave with or without pay.
- (c) On-call pay may not be authorized when an employee utilizes a full day of PTO.
- (d) An employee approved to use partial PTO may be on-call the same day if authorized by their supervisor and the PTO is not related to any approved leave listed in (b) above.
 - 1. Example: An employee approved to leave one (1) hour early for an appointment, may then be on-call after hours.
- (e) Those on a light duty assignment may not be on-call.
- (f) On-call status shall not be authorized for periods of time during which an employee has failed to report for their regularly scheduled work period.
- (g) On-call pay in the amount of three dollars (\$3.00) per hour shall be paid for each hour of on-call status, as authorized by a division manager for all eligible employees in accordance with this policy (see items "a" through "d" above).
- (h) On-call pay in the amount of six dollars (\$6.00) per hour shall be paid for each hour of on-call status during a District observed holiday, as authorized by a division manager for all eligible employees in accordance with this policy. (See Policy 1042 Holidays for District observed holidays).
 - 1. Example: An eligible employee on-call during a District observed holiday, would receive 24 hours on-call (unless called back into work; then (g) applies in conjunction with their holiday pay.

Northwest Fire District

Policy Manual

On-Call Pay

- (i) On-call pay shall not be paid for any time that an employee is called back to work. The employee would receive their regular or overtime rate of pay (whichever is applicable depending on the actual hours worked in the work week).
- (j) An employee assigned to on-call pay status who fails to respond to a service call shall not receive on-call pay and shall be subject to disciplinary action.