



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

Policy Title: Call Back and On-Call Pay

Policy Number: 2209

Effective: February 1, 2017

Supersedes:

Last Reviewed/Updated:

Scope/Coverage: All Non-Exempt County Employees

Policy Contact: Director, Human Resources

I. Call Back Pay

- A. A non-exempt employee who is not on duty and is called back to work shall receive a minimum of two (2) hours of Call Back Pay, and if the employee has worked forty hours or more during the work period, such time shall accrue at one-and-one-half times the employee's current hourly rate.
- B. The call back period shall begin when the employee leaves his/her current location pursuant to a call back notice and shall include all reasonable travel time to the designated work site. The call back period ends upon the completion of the work assignment and reasonable return travel time.
- C. If the employee's private car is used for transportation in a call back situation, the provisions of the county's Travel Policy shall apply.

II. On-Call Pay

- A. A non-exempt employee who has been designated by the Appointing Authority as an "essential employee" in cases of emergency and is required to be on-call and available for immediate contact shall receive on-call pay at the established hourly rate of on-call duty.
- B. The On-Call pay rate shall be established by Resolution of the Board of Supervisors. On-call pay may not be paid concurrently with any other paid leave category except for paid holidays.
- C. During on-call duty, an employee must be readily accessible and able to report "fit for duty" within one (1) hour of being notified to return to work, or sooner if directed by Department Director. All employees are required to be on call when requested and refusal or failure to perform on-call duty may subject an employee to disciplinary action.