

## **INTRODUCTION**

It is the policy of the City of Taft to compensate employees called out to work before or after a regularly scheduled work shift.

## **CALL OUT COMPENSATION**

1. Employees other than sworn firefighters required to report to duty before or after a regularly scheduled work shift shall be compensated at the appropriate base hourly or hourly equivalent rate for actual hours worked with a minimum compensation of two hours regardless of the number of hours actually worked.
2. Sworn firefighters required to duty before or after a regularly scheduled work shift for emergency response or for drills and between the hours of 6 a.m. and 11 p.m. shall be compensated at the appropriate base hourly or hourly equivalent rate with a minimum compensation of two hours regardless of the number of hours actually worked.

Overtime compensation accrued as a result of call back compensation shall be computed on a 40 hour work week.

3. Sworn firefighters required to report to duty before or after a regularly scheduled work shift for emergency response or for drills and between the hours of 11 p.m. and 6 a.m. shall be compensated at the appropriate base hourly or hourly equivalent rate with a minimum compensation of four hours regardless of the number of hours actually worked.

Overtime compensation accrued as a result of call back compensation shall be computed on a 40 hour work week.

4. Hours worked as the result of a call back assignment shall be reported to the Accounting Department on an employee time card in accordance with the City's Time Reporting Policy.

Should actual hours work exceed the two or four hour minimum referenced in this policy, the employee shall record the actual hours worked during the call back assignment on the time card.

Should actual hours worked be less than the applicable minimum referenced in this policy, the employee shall record the applicable minimum hours, i.e., two hours or four hours, on the time card.