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| Employee Handbook | Authority: Approved by Council | Type: Employee |
| | Effective date: September 13, 2017 | Revised date: December 12, 2018 |
| | Policy No. 300-12 Outside Employee On-Call | |

Town of Lampman

Policy No. 300-12 Outside
Employee On-Call

December 12, 2018

1. On Call

- 1.1. All outside employees of the Town of Lampman are required to be on-call on weekends and holidays as required.
- 1.2. Outside employees will be scheduled every second weekend as agreed, as long as the Town has a minimum of two (2) outside employees.
- 1.3. The Foreman will be required to be certified (or in the process of becoming certified) to operate the Water Treatment Plant and all other facilities required to be operated and/or checked on weekends and holidays. The Foreman will work weekends and holidays as required but not necessarily scheduled.
- 1.4. All employees on-call shall be able to leave the Town of Lampman but cannot be more than fifty (50) kms or thirty (30) minutes away from the Town of Lampman. If the on-call employee is leaving the Town of Lampman, the employee must advise the Administrator or Assistant Administrator.
- 1.5. All employees on-call shall be paid for on-call hours as per Saskatchewan Labour Standards, which is as follows:

Saturdays

- a) If working on a Saturday puts the employee into an overtime position (already has 40 regular pay hours in the preceding week), the employee will be paid their overtime wage (regular hourly rate x 1.5) for the actual hours worked.
- b) If working on Saturday does **not** put the employee into an overtime position (has less than 40 regular pay hours in the preceding week), the employee will be paid for three (3) hours at their regular hourly rate, even if the employee works less than three (3) hours.

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- c) If the employee receives another call-out on the same day during the time of the initial three (3) hour call-out, they will be paid for the actual hours worked if over the three (3) hours at their regular hourly rate (unless it puts them into an overtime situation, in which case they would be paid for the actual hours worked at their overtime hourly rate).
- d) If the employee receives another call-out on the same day at a later time than the initial three (3) hour call-out, they will be paid for a subsequent three (3) hour call-out at their regular hourly rate (unless it puts them into an overtime situation, in which case they would be paid for the actual hours worked at their overtime hourly rate).

Sundays

- a) Sunday on-call hours will be paid at the employee's regular hourly wage. If the employee works less than three (3) hours, they will be paid for the minimum three (3) hour call out; if the employee works more than three (3) hours, they will be paid for the actual hours worked at their regular hourly wage.
- b) If the employee receives another call-out on the same day at a later time than the initial three (3) hour call-out, they will be paid for a subsequent three (3) hour call-out.

Statutory Holidays

- a) If the employee works on a statutory holiday, they will be paid for their actual hours worked at their overtime hourly rate.

Document Revision History:

| Document Title | Revision Date | Approved By |
|-------------------------------------|--------------------|-------------|
| Policy No 300-11 Employee's On-Call | September 13, 2017 | Council |
| Policy No 300-12 Employee's On-Call | December 12, 2018 | Council |
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