



**Administrative Regulations  
Office of the Mayor**

**Title: ON-CALL DUTY**

**A.R. Number: 4.7 Effective Date: 2/1/2007 Page: 1 of 2**

**Supersedes: On-Call Duty A.R.: 4.8 DATED: 9/1/2004**

**I. POLICY**

The City of Richmond's policy regarding on-call time shall be in accordance with the guidelines of the Fair Labor Standards Act (FLSA). This policy is intended to be guidance in enforcing the FLSA requirements and not meant to establish any rights for employees in regard to on-call time that are greater than established by the law.

Compensation for a non-exempt employee assigned to on-call time is dependent upon his/her freedom after normal working hours. If the employee must remain on the City's premises and cannot use his time freely, the time shall be compensable. In most cases if the employee can come and go freely after normal working hours but must leave a telephone or pager number where he can be reached for work or respond to a pager, the time is non-compensable.

When a non-exempt employee is requested to return to work beyond their normal work schedule as a result of on-call time, he/she shall be eligible to receive compensation for the actual hours worked at the applicable rate. An employee shall be paid for the actual hours worked, plus one-half (1/2) hour total for travel time from home to work and return, at the applicable overtime rate. The minimum time paid shall be one hour.

Personnel rules, procedures and pay ordinances concerning emergency overtime, where applicable, shall apply.

**II. PROCEDURE**

The following procedures shall be observed:

- a. An employee hired in a job classification/position requiring regular or occasional on-call time shall be notified in writing upon employment. If the employee's on call status changes during his or her employment, the employee shall be notified in writing.
- b. On-call pay is not required for exempt employees. An exempt employee, due to professional, executive or administrative status, or any combination thereof, is not eligible for on-call pay.
- c. On-call time assignment shall be determined by the Department/Agency Director or designee. On-call time assignment, when possible, shall be given on a rotating basis. Exception may be made at the discretion of the Department/Agency Director or designee. Such discretion should be exercised when it serves the best interest of the City.

**III. RESPONSIBILITIES**

An employee on-call must:

- a. Maintain the wireless communication device in working status and in operational ("on") mode.
- b. Remain within range of the wireless communication device. Geographical limitations will be established by department/agency head or designee.
- c. Respond to the wireless communication device page or call within thirty (30) minutes and document all calls or pages as time worked.
- d. Arrive at the designated work site within a reasonable time (thirty (30) minutes) from the receiving notification to report to work or as scheduled during the call. Reasonable time periods may be established by the Appointing Authority.
- e. Report to the work site in "fit for duty" condition. An employee on-call must not drink alcoholic beverages during this period. Recent alcohol consumption must be reported to a manager or supervisor at the time of the call.



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**IV. AUTHORITY**

This policy is governed by the Fair Labor Standards Act.

**V. REGULATION UPDATE**

The Office of the Mayor and the Department of Human Resources shall be responsible for modifications to this policy.

**APPROVED:**

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**MAYOR**