

RESOLUTION 21-09

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,
FLORIDA, APPROVING AN ON-CALL PAY POLICY.**

BE IT RESOLVED by the City Council of the City of Panama City Beach, from and after October 1, 2020, that the On Call/Standby Pay Policy attached and incorporated herein as Exhibit A is hereby approved.

AND BE IT FURTHER RESOLVED that all policies or resolutions or parts of policies or resolutions in conflict herewith are repealed to the extent of such conflict.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 8th day of October, 2020, *nunc pro tunc* October 1, 2020.

CITY OF PANAMA CITY BEACH

By: _____



Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, City Clerk

ON-CALL/STANDBY

The Fire department has On-Call/Standby guidelines and their employees will be paid according to those guidelines. Employees other than the Fire department will receive "on-call" pay under the following guidelines:

- A) A non-exempt employee, who is assigned to be on-call for hours beyond the normal workday, shall be paid twenty-five (\$25.00) dollars for each day assigned "on-call."
- B) If a non-exempt employee is "on-call" and is called into work, he or she must record all actual hours worked but will receive a minimum of two (2) hours pay at the regular rate of pay or time and one-half for every hour actually worked over 40 hours in a work week as a result of being called into work. Multiple calls that run together are counted as one call for this provision.
- C) On a designated holiday, the employee will receive a minimum of two (2) hours at the time and one-half rate of the employee's regular rate of pay.
- D) Employees "on-call" shall not engage in any personal behavior that would prevent them from performing their assigned or emergency duties.
- E) Employees that are assigned call shall be in-route to location within fifteen minutes of being called in.
- F) Employees must keep detailed and accurate records of work performed and are subject to verification.
- G) If a non-exempt employee is "on-call" and is called into work and has not been issued a City vehicle to use he/she will receive a minimum four (4) hours pay. He or she must record all actual hours worked.

Additionally: All City employees are essential to the organization and are the most important part of the City service delivery system.

UTILITIES DEPARTMENT PERSONNEL ON-CALL

The following positions are eligible for On-Call/Standby Pay:

- Utilities Service Workers – 1st & 2nd On-Call
- Lift Station Mechanics - 1st & 2nd On-Call
- Electricians - 1st On-Call
- Instrumentation and Control Technicians - 1st On-Call
- Wastewater Facility Maintenance Workers - 1st On-Call
- Water Storage & Pump Station Operators - 1st On-Call

* Additional positions may be included in the policy as operational needs dictate, subject to the Utilities Director and City Manager approvals.

POLICE DEPARTMENT PERSONNEL ON-CALL/STANDBY PAY

The following positions are eligible for On-Call/Standby Pay:

1. Investigations
 - a. Non-exempt employees (Investigators) that are assigned to be on call for hours beyond the normal workday, shall be paid twenty-five dollars (\$25.00) for each day assigned "on-call". Normal call out procedures shall still apply, e.g. two (2) hour minimum, and all actual hours are still to be recorded in Executime.
2. K9
 - a. Non-exempt employees (K9 Officers) shall be paid twenty-five dollars (\$25.00) for each day ONLY if it is that Officer's day off and no other K9 is assigned to the work schedule. Normal call out procedures shall still apply, e.g. two (2) hour minimum, and all actual hours are still to be recorded in Executime.
3. Traffic Homicide Investigators (THI)
 - a. Non-exempt employees (Traffic Homicide Investigators) shall be paid twenty-five dollars (\$25.00) for each day ONLY if it is that Officer's day off and no other THI is assigned to the work schedule. Normal call out procedures shall still apply, e.g. two (2) hour minimum, and all actual hours are still to be recorded in Executime.

*** On-call Officers/employees shall not engage in any behavior that would prevent them from being able to respond and perform their assigned and/or emergency duties ***

ADMIN PERSONNEL ON-CALL/STANDBY PAY

The following positions are eligible for On-Call/Standby Pay:

One IT staff member shall be paid twenty-five dollars (\$25.00) for On-Call/Standby Pay per day each weekend. This employee will be required to carry the IT support phone, answer, and provide support for any issues that arise on Saturday or Sunday. They will be paid for actual time worked if support can be provided remotely and subject to the two (2) hour minimum if required to drive into the office.