
Policy: The Village of Innisfree understands that pursuant to the *Employment Standards Act* employers are required to provide employees with payment for special call-out hours. However, the Village also recognizes that there are positions that require individuals, except the Chief Administrative Officer, that must remain on-call for weekends and holidays. And, that those individuals should be compensated for their time commitments.

Purpose

The purpose of this policy is to determine the on-call dates and to determine payment of same.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding on-call work for employees.

1.0 Definitions

- 1.1 **“CAO”** means Chief Administrative Officer per the *Municipal Government Act*.
- 1.2 **“Full Time Employees”** employees working more than 30 hours a week.
- 1.3 **“Part Time Employees”** employees working less than 30 hours a week.
- 1.4 **“Temporary Employees”** employees working on a short term contract, not permanent.

2.0 Responsibilities:

- 2.1 The Chief Administrative Officer is responsible for ensuring awareness and compliance with this policy.
- 2.2 Village of Innisfree Council will be responsible for setting the rate annually.

3.0 Procedures - General

- 3.1 An employee's on-call pay shall be based on the number of days they have been on call.
- 3.2 Time spent being alert for any weekend and or holiday days for authorized Village business shall be considered as being on-call.

4.0 Procedure - Full Time Employees – Public Works:

- 4.1 The regular hours of work for a Public Works employee in a full-time permanent position in the Village of Innisfree shall be Thirty-five (35) hours per week; this being comprised of seven (7) hours daily, five days per week, Monday through Friday, with one-half hour off for a meal break, excluding statutory holidays, unless otherwise approved by the CAO.
- 4.2 The on-call days of work for a Public Works employee in a full-time permanent position in the Village of Innisfree shall be every Saturday and Sunday and each recognized Holiday weekday during the year.

5.0 Procedure – Full Time Employee – Administration:

5.1 The regular hours of work for the Chief Administrative Officer shall be Thirty-five (35) hours per week; this being comprised of seven (7) hours daily, five days per week, Monday through Friday with one half hour off for a meal break, excluding statutory holidays, unless otherwise approved by Village Council.

5.2 Additionally, the CAO shall attend committee meetings as directed by Council, which shall be included in the duties of the CAO, without additional salary remuneration. Time spent by the CAO at Council Meetings may be taken off as time in lieu.

5.3 In Addition, the CAO shall not be entitled to any On-call pay.

6.0 Procedure - Part Time Employees:

6.1 There will be no On-call Pay for Part Time Employees.

7.0 Procedure - Temporary Employees:

7.1 There will be no On-Call Pay for Temporary Employees.

9.0 Procedure – On Call Payment:

9.1 The On-Call pay shall be included on the monthly time sheet and paid out at the end of each pay period.

9.2 The On-Call Pay shall not be included in the Employee's annual salary rate for Health Benefits.

10.0 End of Procedure