

POLICY #32

## **CALL OUT PROCEDURES FOR ROAD AND BRIDGE EMPLOYEES**

DATE APPROVED: 12-11-06

MINUTE BOOK: 35 PAGE 388

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**POLICY:** A non-exempt employee who responds to a call to perform County services after normal working hours, as authorized by his/her department head, is on Call-Out Status.

**PROCEDURE:** An employee shall be paid at overtime rates for all calls to which he/she responds. An employee shall be guaranteed a minimum of two (2) hours overtime for each time he/she is called out. Such time shall be computed from the time the employee leaves his non- job site and returns to that point.

When an employee is required to use their personal vehicle to travel to the job-site or to the County yard to pick up a vehicle to drive to the job site, they will be eligible for mileage reimbursement for the use of their personal vehicle.