

AYERSVILLE WATER & SEWER DISTRICT

Resolution No. 1607.05 (07/21/2016)

Board of Trustees' Resolution Revising the Employee Handbook.

WHEREAS, the Board of Trustees has the authority to adopt personnel rules and regulations concerning personnel matters, including but not limited to: employment, pay practices, absences from work, employee benefits, personal conduct, safety, travel and work vehicles, and other personnel matters; and

WHEREAS, the Employee Handbook for the Ayersville Water and Sewer District serves as the governing document of all employees, volunteers, appointed officials and independent contractors for the Ayersville Water and Sewer District; and

WHEREAS, the Employee Handbook should be updated when there is a significant change in policy or procedure.

NOW THEREFORE, IT IS RESOLVED by the Board of Trustees of the Ayersville Water & Sewer District:

To revise add the Title "On-Call" Policy under the "Pay Practices" Section in the Employee Handbook as follows:

"Given the nature of District operations, a field employee is required to respond to off-hours water and sewer emergencies. The District intends to comply with federal and state compensation laws, be good stewards of customer funds, and offer fair compensation to its employees. Therefore, the District establishes this Policy for coverage and compensation for after-hours calls.

Assignment of On-Call Duties

1. The District Manager will designate one field employee or himself as the primary on-call employee for the week as defined as Monday through Sunday. The District Manager will be fair and equitable when making the designations, and rotate on a rolling basis the weekly designations between all the field employees and himself.

2. The District provides a cellular telephone to facilitate communication between its customers and the on-call employee. At the end the business day, the District Manager will surrender the cellular telephone to the on-call employee. The on-call employee is expected to answer all calls and provide on-site service, if necessary, while "on-call." The on-call employee will return the cellular telephone to the District Manager at the beginning of the following work day.

3. The on-call employee will receive seven (7) straight time hours for the fact of being "on-call" for the week (Monday through Sunday) whether or not he or she answers a call or provides on-site service. In other words, the primary employee will receive one (1) straight time hour for each of the seven (7) days he or she is "on-call."

4. Reassigning on-call duties:

- a. The primary employee is responsible to arrange for another employee to be on-call in case of illness, vacations, etc.
- b. The primary employee will approve the transfer of duties with the District Manager.
- c. The primary employee should arrange for secondary coverage at least three (3) days ahead, if at all possible.
- d. The secondary employee will receive (1) straight time hour instead of the primary employee for each day of reassignment.

5. If there is no field employee available to be on-call in case of the primary employee's absence, the primary employee may ask the District Manager to determine what, if any, action will be taken. In no case is it acceptable for there to be no coverage.

6. The District Manager will post and routinely update the schedule of the primary on-call employee, at least one month in advance on a rolling basis, on a clearly visible calendar in the District's office.

IF NECESSARY,

7. The on-call employee is responsible to collect and test water samples as mandated by the Ohio Environmental Protection Agency (OEPA) on Saturdays, Sundays, and holidays. This employee must meet or exceed qualifications established by OEPA, if any, to collect and perform such tests.

Response to After-hours Calls

1. The on-call employee will stay within the operating range of the cellular phone service during all assigned hours and in the vicinity of the District's service area.

2. The employee is expected to answer all calls made to the cellular service. And, if necessary, he or she should be on-site, in an unimpaired condition ready to work, ~~within~~ as soon as practicable of receiving the call.

3. The on-call employee will not otherwise be compensated when he or she takes or makes telephone calls with regards to after-hours calls but does not actually travel to the job site to perform work.

4. For after hour calls only, compensable hours start and stop when the on-call employee records his or her start and stop in the District's time clock system. The employee is not compensated for his or her travel time to and from the District office.

5. The on-call employee will use the District's work trucks to drive to and from the work site.

6. All hours worked in excess of forty (40) hours per week is considered overtime. At the employee's option, after receiving the District Manager's approval the employee may take time off within the same week, hour for hour, to reduce the total hours in the work week to forty (40). Overtime would not be paid because total hours for the week would not exceed forty (40). It is not compensatory time as otherwise allowed by the District Handbook.

7. The on-call employee will record all work performed on-site for each and every call on a District provided "Work Order" form. Individual and completed Work Orders must be turned into the District Clerk no later than the end of the next work day.

8. Response to emergency maintenance needs is an important service provided by the District. Therefore, failure to comply with this Policy may result in disciplinary action in accordance with the Disciplinary Policy in this Employee Handbook."

and revise the Title "Time Clock" Policy under the "Pay Practices" Section as follows:

"Each individual employee shall punch in and out their own time card. Disciplinary action may be taken against anyone punching in or out someone else's time card, unless approved by the Board of Trustees or its designee. Employees will be dressed and ready to work when "punching-in" in their appropriate work clothes."

7-21-16
Date


President, Board of Trustees

I hereby certify that this Resolution was passed by the Board of Trustees of the

Ayersville Water & Sewer District on 07/21/2016


Secretary