

# TOWN OF GRAND COULEE

## On-Call Compensation Policy

|                        |                       |
|------------------------|-----------------------|
| <i>Section</i>         | <i>Classification</i> |
| General Governance     | Policy                |
| <i>Approved (Date)</i> | <i>Motion No.</i>     |
| Proposed               | 2026-145              |

### Purpose:

The purpose of this policy is to provide fair compensation to the Public Works Foreman for being available to respond to emergencies and operational issues outside of regular working hours. The Town recognizes that being on call places significant restrictions on an employee's personal time, as they must remain reasonably available to respond to unforeseen situations that may arise at any time.

This compensation acknowledges the inconvenience and disruption associated with maintaining continual availability, regardless of whether the employee is ultimately required to report to work.

### Policy Statement:

The Public Works Foreman or designate shall receive an on-call allowance of \$100.00 per week for each full week they are designated as the Town's on-call employee.

The on-call allowance is intended to compensate the employee for maintaining availability outside normal working hours and for the potential disruption to personal and family activities. It is not compensation for hours worked.

### Responsibilities While on Call:

While receiving the on-call allowance, the designated employee shall:

- Remain reasonably available by telephone or other approved means of communication.
- Be fit for duty and capable of responding to emergencies when contacted.
- Respond to emergency calls within a reasonable period of time.
- Exercise sound judgment in determining the urgency of situations and the appropriate response.
- Notify the Chief Administrative Officer as soon as practicable when responding to significant incidents.

### Compensation:

- The on-call allowance shall be \$100.00 per week.
- The allowance shall be paid regardless of whether the employee is called out during the week.
- Partial weeks may be prorated where on-call responsibilities are assumed or relinquished during the week.

### Call Out Pay:

Where the employee is required to physically report to work while on call, compensation for hours worked shall be paid in accordance with the Town's personnel policy, employment agreement, or applicable legislation. The on-call allowance is separate from, and in addition to, any wages or overtime earned while responding to a call-out.

### Exclusions:

The on-call allowance does not apply during periods when the employee is:

- On vacation;
- On an approved leave of absence;
- Unable to perform on-call duties due to illness or injury; or
- Otherwise unavailable to respond.

During such periods, the Town may designate another qualified employee to perform on-call duties and receive the applicable allowance.

### Administration:

The Chief Administrative Officer shall administer this policy and may establish reasonable procedures respecting emergency response, reporting expectations, and scheduling of on-call responsibilities.

### Effective Date:

This policy shall come into effect as of July 21<sup>st</sup>, 2026