
	<b>FIRE RESCUE</b> ALBEMARLE COUNTY <b>STANDARD ADMINISTRATIVE POLICY</b>	
	<b>Subject:</b>	On-Call Compensation for Prevention Officers
	<b>Reference Number:</b>	SAP-PRV-001
	<b>Effective Date:</b>	1 June 2004
	<b>Last Revision Date:</b>	21 December 2009
<b>Signature of Approval:</b>	 J. Dan Eggleston, Chief	

**Purpose:**

This Standard Administrative Policy shall provide for the compensation of on-call personnel in the Prevention Division.

**Background:**

Prevention Division officers rotate on-call responsibility, according to a monthly schedule, to provide on-call availability twenty-four (24) hours a day, 365 days a year. Some level of compensation is due the employee for those hours on-call.

**Policy:**

1. Response expectations:
  - a. When radio paged or text paged to contact the ECC or an on-scene incident commander, the individual on-call shall make contact with the requesting party (via telephone or radio) within five minutes of the initial radio page.
  - b. If a response to the incident scene is necessary, the individual on-call is expected to be in his/her county vehicle and in route to the scene within 30 minutes of the request. Put another way, while on call, an individual shall remain within 30 minutes of his/her department vehicle to ensure a timely response when necessary.
2. For all Prevention Division personnel covering on-call responsibilities, one (1) hour of compensation will be given for each eight (8) hour shift of on-call duty, either pay or compensatory time. The individual base hourly rate will apply for each eight (8) hour on-call shift.
3. When an employee is actually called out to provide direct door-to-door service, he/she will be compensated at one and one-half-hours (1 ½) for each hour spent in the field.
4. No worker shall receive both on-call compensation and door-to-door (field) overtime compensation in any one eight (8) hour period.