

MAINTENANCE STAFF ON-CALL PROCEDURE

Due to circumstances in the District, maintenance staff will periodically be required to be on-call. When directed by Administration, a maintenance employee will be required to be on call. The following procedures will be used to implement the process.

- Maintenance technicians will be on call on a rotating schedule from November 1 through March 1. The Building and Grounds Director will post the schedule by October 1 of each year.
- The on-call period runs from Friday at second shift quitting time until Monday at first shift starting time.
- If any Technician can't work a certain weekend they can switch with another maintenance technician, but must inform the Buildings and Grounds Director in advance so the right person can be contacted.
- The Building and Grounds Director will meet with the maintenance technician on call on Friday to discuss any events that are happening over the weekend so they are aware of times community members may be on site.
- The Building and Grounds Director will call whoever is on call to alert them of any issues concerning the HVAC system, moving snow or ice, other emergencies, etc. If called in, the technician must be able to respond within three hours.
- Employees called in to work hours outside of their regular work schedule that are not contiguous with their regular work schedule shall be paid no less than two (2) hours pay. The employee will need to clock in and out.

APPROVED: MARCH 16, 2020