

Paid-on-Call (POC) Staffing Policy

This policy establishes expectations for all Paid-on-Call (POC) staff to ensure reliable coverage for scheduled duty shifts, unscheduled emergency responses, and community events. These requirements are essential for maintaining effective service to the community and supporting the department's mission.

1. Scheduled Duty Shifts

- **Shift Structure:** Duty shifts are scheduled in 6-hour blocks.
- **Scheduling:** Staff are responsible for selecting and entering their own shifts through the designated scheduling program.
- **Minimum Requirement:** Each staff member must complete at least one (1) duty shift per month.
- **Exemption:** Full-time staff are exempt from scheduled duty shift requirements.

5. Meeting Minimum Requirements: Duty Shifts & Emergency Responses

Staff may fulfill expectations through a combination of scheduled duty shifts and unscheduled emergency responses.

Acceptable Combinations

- 1 duty shift per month + 25% All-Call response rate
- 2 duty shifts per month + 20% All-Call response rate
- 3 duty shifts per month + 15% All-Call response rate

Compensation & Limits

- All hours spent in training or school will be paid at the designated hourly rate.
- All hours spent responding to calls will be paid at the designated hourly rate.
- Employees may not exceed 130 total hours per month.

7. Credited Time Off (CTO)

- **Purpose:** CTO is intended for time away from the department .
- **Eligibility:** Available to non-probationary staff.
- **Annual Credit:** 25 percentage points granted on January 1 each year.
- **Usage:** CTO will be utilized when you are short of the 25%.
- **Expiration:** Unused credits do not carry over year to year.
- **Accountability:** Managing your credit hours is your responsibility.

8. Leave of Absence

- **Eligibility:** Available to non-probationary employees.
- **Duration:** Up to three (3) months.
- **Request Process:** Must be submitted in writing and in advance.
- **Accountability:** Failure to communicate leave may result in discipline, up to termination.