Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:		02-ALL-ALL-0864 (EFM)		Subject:	Maintenance On-Call	
Effective Date: Person Responsible:		03-09-15 <mark>Maintenance Supervisor</mark>		Last Revision:	03-08-2023	
1 61 9011	Responsible.					
Approvals/Date:		Brint abien	3-14-23			
		Superintendent, WCBDD	Date	Department Direc	tor Date	
The f	ollowing definition	ons will apply:				
		n event that is not planned w	ith prior notification pr	ovided.		
		where on-call activities will take place and work will begin. Example: When arriving to Gypsy Lane Road				
Complex to get a county work truck. Scheduled Event – An event that is planned with prior notification provided. Community Supports Building (CSB) – Located on Gypsy Lane Road complex.						
1. WCBDD Maintenance department responsibilities and duties while on call:						
A	A. Shall maintain an on-call maintenance person 24/7, 365-days a year for responses to facility emergencies at b suggestion of the second of the least in the second of the least in the second of					
 owned buildings, properties, homes and other locations as assigned. B. On-call personnel shall be compensated in accordance with board on-call agreement. On-call duties will be car accordance with the following guidelines. 					On call dution will be partial out in	
					On-can duties will be carried out in	
 All on call time must be documented on form 03-ALL-ALL-0944 and submitted to Maintenance superviso 					nce supervisor or designated	
100,0000,000,000,000,000		londay morning following the on-call schedule.				
Á.	All on call work must documented on a work order. Request for work orders should be generated by designated personnel.					
3. Maintenance On-Call Response Time						
A	. 45 minutes –	 – 1 hr. response to emergency location. 				
		ance on call to communicate				
		on-call shall remain within 30	0 minutes of the CSB	while on-call.		
4. Maintenance On-Call – Paid time						
A		Person On-Call will receive \$2.00 per hour for the inconvenience of carrying a cell phone and responding to calls, outside				
		scheduled hours of employment, during the designated time of duty. event the person on-call responds to a call, they will clock in and be compensated at the regular rate of pay.				
		ees will be compensated at a minimum of 15-minutes when they respond to a call. For example, If an				
					will enter the time separately at the	
					er hour rate entry for on-call.	
B		ncy call – Fire alarms, water problems, heat / cooling issues, etc.				
		king time begins when emplo			sk.	
		responses will be in a county	y vehicle.			
C		vents - Fairs, meetings, etc.				
	i. Paid work	ing time begins when employ	yee has arrived at CSI	<mark>5</mark> .		
E C		duled events requiring driving	will be performed in a	a county venicle.		
	now Removal Person On-Ca	sli				
		me starts when you get to the	CSB - Considered a	scheduled event		
В		 Early call in to help with sno 		conocaloa ovont.		
		ne begins when employee ar				
C	. County Trucks	S				
	i. Superv	isor approval is needed prior	r to taking a truck hom	e and will be determine	ed on a <mark>case-by-case</mark> basis.	
Former	02 /	ALL-ALL-0084				
Forms:		ALL-ALL-0084 ALL-ALL-0944				
		ALL-ALL-0950				

03-ALL-ALL-0950 03-ALL-ALL-0993

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