



## Jackson Parish Police Jury

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### Callout Policy

Adopted by the Jackson Parish Police Jury effective May 13, 2019

**PURPOSE:** An emergency callout is defined as an unscheduled request made by an appropriate department superintendent of the Jackson Parish Police Jury for any regular hourly or nonexempt employee to return to work to perform any unforeseen or emergency work after leaving the building or work location at the end of his regular shift and before the beginning of the next regularly scheduled shift. The purpose of this policy is to identify a minimum amount of pay and the calculation of hours for employees who respond to any callout for work between the time they leave their shift and begin their next shift.

**SCOPE:** This policy applies to all regular hourly and non-exempt Jackson Parish Police Jury employees. Salaried, temporary, and probationary employees are not eligible. Scheduled, off-shift work that has been pre-planned will be considered approved overtime and will not be subject to this policy (ex: Maintenance staff scheduled to work at the Community Center for a pre-scheduled event).

**POLICY STATEMENT:** When responding to an emergency callout, the qualified employee will be paid for their worked hours at the at the higher of their regular job rate or the rate of the job assigned. These worked hours will be counted towards the employee's weekly overtime calculation. In addition, they will be given a flat payment of 4 hours' pay at the higher of their regular job rate or the rate of the job assigned. The employee should remain on-duty until the issue is resolved and be in direct contact with their Supervisor. If the employee leaves and is called back in to resolve the same issue due to incompleteness, it will be treated as one callout. If the employee leaves and is called back in for another separate issue, it will be treated as a separate callout and all calculations will be applied again.

### PROCEDURES

- A. Any eligible employee who is called out to work outside their normal work schedule should be paid for the time worked (at the applicable rate of pay whether regular or overtime if the employee has exceeded 40 hours of worked time for the week) and a flat payment of four (4) hours (at the applicable regular rate of pay). Only worked hours will count towards the weekly overtime calculation.
- B. Department superintendents are responsible for approving all callouts and should establish reasonable maximum response times (between 15 and 60 minutes) for their departments.
- C. Multiple callouts occurring during the same 4-hour timeframe will be considered as one callout if it is for the same, unresolved issue. If the second callout is for an unrelated, separate event, it will be treated as a second callout and all calculations and 4-hour flat payments will be applied again. Department Superintendents should make the determination if the second or proceeding callouts are for unrelated incidents or if they are a continuation of the original callout.
- D. For purposes of time input, the employee will punch the actual time worked during the callout(s). These hours will be paid at the employee's regular rate of pay, unless they have reached their weekly overtime minimum of 40 hours. The supervisor will input the flat rate of 4 hours to be paid at the employee's regular rate on a separate pay line designated as Callout Pay, paid at straight time, and not included in the



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calculation of overtime. a. Example: Employee is called out for an emergency situation and works 1 hour. Pay will be calculated as follows: receive 1 hour at regular rate and 4 hours at regular time. Employee receives a second callout occurring within the same 4-hour timeframe and works another 2 hours. Pay will be re-calculated as follows: receive 3 hours pay at regular rate (counting towards weekly overtime calculation) and 8 hours regular time (four hours for each instance).

- E. Employees who are called out must adhere to all Jackson Parish Police Jury's policies, including substance abuse and testing. Any variance from such policies may result in disciplinary action, up to and including termination.
- F. The Department Superintendent is responsible for maintaining a list of employees that are willing to respond to emergency callouts and should call the qualified employees on a rotational schedule. If employees "opt out" of responding to callouts, this documentation must be maintained. Callout lists should be posted in the breakroom area of the department location.
- G. The Department Superintendent will summarize all callout occurrences in a report and present the report to the Police Jury at the Regular Monthly Meeting.