



# BOISE COUNTY

## RESOLUTION #2026-16

### A BOISE COUNTY RESOLUTION ADOPTING THE BOISE COUNTY ROAD & BRIDGE DEPARTMENT ON CALL POLICY

**WHEREAS**, the Boise County Board of Commissioners, in conjunction with the Road & Bridge Superintendent and Human Resources Director, have developed a Road & Bridge Department On Call Policy reviewed; and

**WHEREAS**, a diligent review and discussion of the policy, has been accomplished by the Board of Boise County Commissioners, with Elected Officials and Department Heads; and

**WHEREAS**, agreement has been reached by the Board of Boise County Commissioners and Superintendent of the Road & Bridge Department, for the Department's On Call Policy.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Boise County Commissioners has approved the Road & Bridge Department On Call Policy, and

**IT IS FURTHER RESOLVED** that the Policy, known as the Boise County Road & Bridge Department On Call Policy, is effective as of February 18<sup>th</sup>, 2026.

**APPROVED and ADOPTED** this Resolution 2026-16, on this 3<sup>rd</sup> day of March, 2026, in Open Session of the Boise County Board of County Commissioners.

#### BOISE COUNTY BOARD OF COMMISSIONERS

Handwritten signature of Clay S. Tucker in blue ink.

CLAY S. TUCKER, Chairman

Handwritten signature of Lindy Lindstrom in blue ink.

LINDY LINDSTROM, Commissioner

Handwritten signature of Bob Callahan in blue ink.

BOB CALLAHAN, Commissioner



**ATTEST:**

Handwritten signature of Mary T. Prisco in blue ink.

MARY T. PRISCO, Clerk to the Board



## Road & Bridge Department – On-Call Policy

### Purpose

The purpose of this On-Call Policy is to establish guidelines for the Boise County Road & Bridge Department. To ensure prompt response to weather events, roadway hazards, equipment failures, and other emergencies that require attention outside normal working hours. This policy outlines employee responsibilities, compensation, and expectations while assigned to on-call duty.

### Scope

This policy applies to the Boise County Road and Bridge Department for all employees designated as on-call personnel from November 1<sup>st</sup> to March 1<sup>st</sup>.

### On-Call Assignments

- On-call schedules will be created by the Road & Bridge Superintendent and distributed in advance.
- Employees will rotate on-call duty in an equitable manner.
- Employees assigned to on-call duty must:
  - Be available by phone at all times during the on-call period.
  - Be able to report to their designated work site within 60 minutes of receiving a call-out.
  - Remain fit for duty, including refraining from **alcohol or any substance** that would impair response or safety.

### Call-Out Responsibilities

When called, the employee must:

- Respond to the call within 10–15 minutes.
- Travel safely and promptly to the required work location.
- Perform snow removal, sanding, traffic control, debris clearing, or other emergency roadwork as assigned.
- Communicate with the Supervisor regarding conditions, progress, and additional resource needs.



## Compensation

### On-Call Pay

Employees assigned to on-call duty will receive **two (2) hours of overtime pay per day** for each day they are scheduled on-call.

- This two-hour overtime payment is provided **even if the employee is not called out**.
- If an employee is called out and the total time worked is **less than two (2) hours**, the employee will still receive the **two-hour On-Call Pay**.
- If an employee is called out and performs work for **more than two (2) hours**, the employee will receive **call-out pay only** for the actual hours worked, and will **not** receive the two-hour On-Call Pay for that day.

### Call-Out Pay

If/when an employee responds to a call-out:

- All hours worked during the call-out will be paid at the employee's hourly rate.
- Hours exceeding 40 in the workweek will be compensated in accordance with the Fair Labor Standards Act (FLSA) and Boise County overtime/compensatory time policies.

### Example Scenario (For Clarity)

#### Scenario:

An employee is on-call on Monday.

- **No call-out occurs** → Employee receives **2 hours of overtime On-Call Pay**.
- **Call-out lasts 1.25 hours** → Employee still receives **2 hours of overtime On-Call Pay**, and the 1.25 hours worked is **not added** (because it is less than 2 hours).
- **Call-out lasts 3.5 hours** → Employee receives **3.5 hours of call-out pay only**.
  - **No 2-hour On-Call Pay** is added because the call-out exceeded 2 hours.

This example is included to ensure clear and consistent application of this policy.

### Compensatory Time

For non-exempt employees:

- Employees may accrue compensatory time in lieu of overtime pay, consistent with County policy.
- Comp time must be **used within the same fiscal year** it is earned.
- Employees **must request payout** of unused comp time prior to the end of the fiscal year or it will be paid out according to County policy.



## **Emergency Conditions**

During severe weather or emergency events:

- Supervisors may activate additional staff beyond those scheduled for on-call.
- Employees may be required to remain on duty until relieved due to public safety needs.

## **Failure to Respond**

Failure to meet on-call expectations—such as being unreachable, responding late, or arriving unfit for duty—may result in:

- Disciplinary action under County policy

## **Equipment and Vehicles**

Employees responding to call-outs must:

- Use assigned County vehicles and equipment only.
- Complete pre-use and post-use inspections when feasible.
- Report mechanical issues immediately.



## Employee Acknowledgment Form

### Boise County Road & Bridge Department

#### On-Call Policy Acknowledgment

I, \_\_\_\_\_, acknowledge that I have received, read, and understand the **Boise County Road & Bridge Department On-Call Policy**.

I understand that:

- The on-call season runs **November 1st through March 1st** each year.
- I must comply with all expectations, including response times, fitness for duty, and call-out procedures.
- Compensation will be provided as outlined in the policy.
- All compensatory time must be used within the fiscal year, and any payout must be requested prior to fiscal year-end.

I agree to adhere to the terms of the policy as a condition of my employment with Boise County Road & Bridge Department.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_