

FLEET MANAGEMENT
POLICY / PROCEDURE

SUBJECT: ON-CALL MECHANICS

APPROVED: 
Bradley Wright, INTERIM FLEET DIRECTOR

DISTRIBUTION:

Fleet Management Staff

PURPOSE:

To establish policies for on-call mechanics, regarding duties and responsibilities, hours worked, holidays and rate of pay.

PROCEDURE:

- 1.) During each pay period one mechanic is given the additional responsibility of carrying the on-call phone for one week to respond to after-hour emergencies including, but not limited to, vehicle repairs and facility alarms. For this added responsibility, mechanics will be paid one additional day's salary at straight time (8 hours). If the mechanic is called to the facility, the mechanic is to be paid time and a half for the hours worked or for two hours whichever is greater. Making telephone calls without physically coming into the facility does not warrant overtime pay but is included in the one-day's additional salary.
- 2.) If while on-call, the mechanic determines that additional help is needed, the on-call mechanic will call his/her Supervisor or Shop Superintendent for assistance. The Supervisor or Shop superintendent will make the determination as to which additional mechanic needs to be called in first. This will allow consistency in the distribution of overtime.
- 3.) If parts are required, one of the On-Call Supervisors, Shop Superintendent, Operations Manager or the Fleet Director should be called.
- 4.) The on-call mechanic is responsible for filling out a hand written work order to track all information for the work completed while at the shop and submitting it to the Shop Superintendent on the next work day. Once the work order is entered into the tracking system, the mechanic will make sure all notes are entered and parts are charged out.
- 5.) The on-call mechanic will not use any alcohol or controlled substances while on-call. County employees are required to report to work substance free and in a state of mind and physical condition so as to be able to perform safely and competently. (For additional information, refer to Lee County Policy, "Drugs and Alcohol in the Workplace").

- 6.) **The mechanic on-call is to stay within Lee County and limit travel outside the County. The on-call response time should be within one hour of receiving the call.**
- 7.) **No furlough, vacation time, or scheduled sick time is to be taken while on-call unless authorized by the Fleet Director or Shop Superintendent.**
- 8.) **If an employee has (unscheduled leave) while on-call, the Shop Superintendent will appoint another on-call mechanic to complete the remainder of the day. If the on-call mechanic is not able to work, they're to notify the shop superintendent and arrangements will be made to cover the on-call. Payroll will be adjusted accordingly.**
- 9.) **The on-call schedule currently is a voluntary rotation of mechanics and Shop Supervisors that have signed up for a period of one year. The schedule is to stay in the same rotation for one year. During the sign up period, mechanics and shop supervisors can opt in or out of the voluntary rotation for a period of one year. Transferring on-call duties to another Fleet employee for a week is acceptable with the prior approval of the Shop Superintendent.**
- 10.) **On-Call mechanics will take home an "on-call" emergency response vehicle during their on-call assignment to be used for business purposes only, to respond to after-hour emergencies including, but not limited to, vehicle repairs and facility alarms. Non-employees, including family members shall not be transported in County vehicles. A county vehicle cannot be used for mealtime travel from or to the employee's primary work location when not in conjunction with official business travel. Mechanics can opt out from using the on-call vehicle for personal reasons.**

Attachment A

Drugs and Alcohol in the Workplace

Revision Date: May 2017