



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 4**

DUTY TIME

These administrative instructions clarify City policy with respect to duty time for non-bargaining employees in the Public Works Division and the Water Distribution and Wastewater Collection Division. This policy supersedes Administrative Instruction No. 4, "Duty Time," dated July 3, 2002.

INSTRUCTIONS

DUTY PAY

With respect to the Public Works Division and the Water Distribution and Wastewater Collection Division, Duty shall consist of one person on a weekly rotating basis.

The Department Director or his designee shall establish a duty roster using qualified personnel listed in descending order by seniority. Failure to be available for duty status will result in the person being placed at the bottom of the duty roster.

Duty pay shall be compensated at a straight time rate for a total of eighteen (18) hours. This payment shall be in addition to any other pay authorized by the City. Failure to respond to an emergency call while on duty will result in the forfeiture of two and one-half (2 ½) hours for each day there is an infraction and may result in disciplinary action.

An employee can be considered in duty status while on vacation, personal business leave, compensatory leave or funeral/ bereavement leave if eight hours or less of that specific leave time is taken, and if the division head or his/her designee approve the duty status. Furthermore, if the employee fails to inform his/her division head or their designee that he/she is available for duty,, then it will be assumed that the person is not available for "duty" status.

An employee cannot be considered in "duty" status while on sick leave or injury leave for personal illness or injury if eight hours or more of leave is taken. Furthermore, an employee cannot be considered in "duty" status if the employee takes less than eight (8) hours of sick leave or injury leave for personal illness or injury, and those hours abut the end of the workday.

Employees on duty are allowed limited mobility, but they must report to the police dispatcher a telephone number where they can be reached.

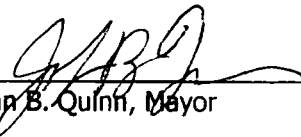
Whenever the duty person notifies his supervisor that he/she is unable to respond to duty due to some form of approved leave, and he/she has not arranged for a duty replacement, the supervisor will ask the next person on the duty list to cover the duty person. The supervisor will continue down the list until a person is found who will cover the employee's duty.

If two employees wish to trade duty time, they may do so in not less than daily increments and the person actually performing the duty shall be paid the duty pay. However, they must provide

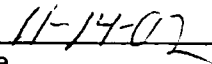
the appropriate supervisor prior notice and then notify any other third party (police dispatcher, etc.) as required by division policy, of that trade.

Probationary employees shall not be listed on the duty list until such time as they have completed their probationary period.

If two employees wish to trade duty time, they may do so. Said employees must provide the appropriate supervisor prior notice and then notify any third party (police dispatcher, etc.) as required by division policy, of that trade.



John B. Quinn, Mayor



Date