

RESOLUTION NO. 29-2024

**A RESOLUTION ADOPTING A MWSD POLICY FOR MANDATORY EMERGENCY  
ON-CALL ROSTER**

WHEREAS the City of Manchester Water and Sewer Commission believe it to be in the best interest of Manchester to adopt a mandatory on-call roster policy to effectively serve its customer's needs; and


WHEREAS the Director of the Water and Sewer Department agrees and was tasked to develop said policy; and

WHEREAS the policy attached as Exhibit "A" has been developed to fairly administer said policy and compensate employees for the mandatory duty.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the policy attached as Exhibit "A" is adopted as the policy of the Manchester Water and Sewer Department and the City of Manchester, Tennessee and is in its best interest.

Resolved this 6 day of August 2024.

  
Anthony Bukrows, Finance Director

  
Marilyn Howard, Mayor

## Mandatory On Call Policy

In order for the Manchester Water and Sewer Department to effectively serve our customers and our community, employees must be available after normal working hours in the case of emergency calls. The following policy is now in effect:

All employees of the Manchester Water and Sewer Department will be subjected to an after-hours call rotation with the exception of the following positions. Director, Assistant Director, Operations Superintendent, and the Warehouse Office Manager. The on-call roster crews will be chosen by the Director and The Assistant Director. The Foreman will be the ranking member on each shift. Subject to the approval of the Mayor, missed calls will be subject to disciplinary action, including and up to termination for refusing to go on call when on the roster for that time period.

The following pay and benefit policies will also apply to such duty:

On call pay will include 1 hour each day for actually being on call.

Answering service will be paid 2 hours a day and it will rotate among all crew members.

After hours call-out will require a 1-hour minimum response time.

Each call will hold a 2-hour minimum for any call less than 2 hours.

The person holding the answering service phone is allowed to drive a city vehicle home to respond to calls.