

PERSONAL USE OF TOWN EQUIPMENT

Town owned property and vehicles are provided to various departments to assist in conducting Town business. The use of such property and vehicles outside of normal work hours is allowed only when approved by the Town Manager, and where such use constitutes a benefit to the Town.

All accidents must be reported immediately to the employee's immediate supervisor and is responsible for completing any necessary reports. Employees must also immediately report to their supervisor all damage to equipment, including dents or scrapes to vehicles, damage to Town property, or damage to other Town vehicles.

Any use of Town equipment and vehicles deemed irresponsible, dangerous, or illegal will result in disciplinary action up to and including termination.

TAKE-HOME EQUIPMENT POLICY (effective March 1st, 2019)

Effective March 1st, 2019, personal use of Town equipment and vehicles, without prior permission from the Town Manager, will result in disciplinary action up to and including termination.

For responding to on-call services and emergencies during off-duty hours, superintendents, police department officers, and on-call Town employees have take-home equipment and vehicle privileges. All other uses of Town equipment and vehicles, outside of normal work hours, must first be approved by the Town Manager, or the Mayor and Council.

ROTATIONAL ON-CALL PROGRAM POLICY (effective March 1st, 2019)

The Town of Boonsboro is responsible for ensuring the continuous and uninterrupted operation of the Town's water and wastewater collection and distribution systems, as well as maintaining the Town's streets, parks, and buildings, in reliable and timely manner. The Rotational On-Call Program, taking effect March 1st, 2019, ensures these responsibilities can be addressed by the Town after normal working hours.

Examples of after-hours emergencies, requiring a response from an on-call Town employee, can include but are not limited to: water leaks, sewer clogs, pump station failure, mechanical equipment failure, electrical systems failure, street maintenance, distribution/collection infrastructure failure, public safety concerns, snow removal, and emergency buildings and parks maintenance.

The Water/Sewer and Public Works Departments are required to participate in the Rotational On-Call Program. The Town Manager, the Superintendent of Water/Sewer, and the Superintendent of Public Works will not be scheduled in the rotation but will assist during after-hours emergencies if they deem it necessary.

After normal work hours, and on weekends, the Town of Boonsboro will maintain a weekly rotating on-call program to respond to after-hours emergencies. Weekly on-call staff will consist of one (1) water/sewer employee and one (1) public works employee. They will respond to any after-hours emergencies for one week, beginning Monday at 7 AM, and continuing until 7 AM the following Monday. After receiving an emergency notification, on-call employees will address and rectify the emergency. If deemed necessary by a superintendent, additional water/sewer staff, or public works staff, can be contacted to help mitigate an after-hours emergency.

The Superintendent of Water/Sewer, and the Superintendent of Public Works, will each create, and oversee, an on-call schedule for their respective department. The superintendents will ensure complete and dependable on-call coverage, throughout each weekly shift, and can adjust their department's on-call schedule, as needed.

On-call employees must be at the emergency location promptly within an hour from notification. The on-call employee must be prepared to drive/operate town vehicles and equipment and perform public relations as needed for each emergency. On-call employees must abstain from drinking alcohol during their assigned weekly on-call shift. Failure to comply with these stipulations will result in disciplinary action up to and including termination.

On-call employees will be permitted to drive a Town vehicle to their residence to use for after-hours emergency notification response. Employees will be compensated for their time on-call at a rate of \$2.00/hour. If an employee is called in to mitigate an after-hours emergency, they will be compensated at their overtime rate for the duration of the on-call service. The on-call compensation rate will be reviewed yearly by the Mayor and Council during budget preparations.