

## **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 to be allowed only in situations where such use constitutes a benefit to the Town.

Use of Town vehicles for driving to and from work or work-related meetings or training on off-duty hours is permitted. Employees with take-home vehicle privileges must have the required equipment to respond to on-call services.

All accidents must be reported immediately to the employee's supervisor. The employee is responsible for providing any necessary reports to their immediate supervisor.

Employees must immediately report to the employee's 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 for personal use without the permission of the Town Manager, or the Mayor and Council, will result in disciplinary action up to and including termination.

## **ROTATIONAL ON-CALL PROGRAM POLICY**

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 a reliable and timely manner. The Rotational On-Call Program ensures these responsibilities can be addressed by the Town after normal working hours. The Water/Sewer and Public Works Departments are required to participate in the Rotational On-Call Program.

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.

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 Friday at 2:00 PM, and continuing until the following Friday at 6:00 AM. After receiving an emergency notification, on-call employees will address and rectify the 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, at the beginning of every month. 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. With approval from their Superintendent, on-call employees can exchange scheduled coverage dates with other department employees. Superintendents will submit their on-call schedule to the Office Manager prior to the first Friday of every month.

If deemed necessary by a Superintendent, or to address a safety concern, additional Town staff, beyond scheduled on-call personnel, can be assigned to help mitigate an after-hours emergency. Unless approved by the Town Manager, or a Superintendent, on-call employees are permitted to work for a maximum of eight (8) hours before being relieved and given a minimum eight (8) hours of off-duty rest. If an extended period of after-hours work is anticipated that requires a workload beyond the capacity of scheduled on-call personnel, Superintendents will create a supplemental on-call schedule to address the emergency safely and efficiently. Upon request by the Town Manager, Superintendents may be required to provide justification for assignment of extra personnel beyond the scope of the On-Call Program Policy.

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, if instructed to do so by a Superintendent, or if an after-hours emergency (e.g., Snow Event) can be anticipated. Failure to comply with these stipulations will result in disciplinary action up to and including termination.