

On-Call Duty Policy for Emergency Services

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: On-Call Duty Policy Notification

Dear [Employee Name],

This letter serves to inform you about the on-call duty policy that will be implemented for emergency services. As part of our commitment to providing the highest level of service, it is crucial that all personnel understand their responsibilities while on-call.

1. Availability

Employees designated for on-call duty must remain reachable at all times during their on-call period. It is essential to respond to calls within [insert time frame].

2. Compensation

Employees will receive [insert compensation details] for each on-call shift. Additional overtime will apply if called to duty during this time.

3. Responsibilities

On-call employees are expected to:

- Respond promptly to calls.
- Report to the designated location if required.
- Maintain a record of all calls and actions taken.

4. Acknowledgment

Please sign and return the attached acknowledgment form to confirm your understanding of the on-call duty policy.

Thank you for your attention to this important matter. Your cooperation ensures that we can provide timely and effective emergency services.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]