

On-Call Duty Policy for Maintenance Personnel

Date: [Insert Date]

To: [Employee Name]

From: [Your Name / Your Position]

Subject: On-Call Duty Policy

Dear [Employee Name],

This letter serves to outline the on-call duty policy for maintenance personnel as per our organizational standards. Your role in ensuring the integrity and safety of our facilities is crucial, and we appreciate your commitment.

1. On-Call Schedule

You are required to be available for on-call duty on the following days: [Insert Schedule]. Please ensure that you remain within reach during these times.

2. Response Time

In the event of an emergency, you are expected to respond within [Insert Time] minutes. It is imperative that you are prepared and equipped to handle any maintenance issues that arise.

3. Compensation

For your on-call duty, you will receive [Insert Compensation Details]. Compensation details will be reviewed quarterly to ensure fairness and adequacy.

4. Reporting Procedures

Should you receive a call while on duty, please follow the established reporting procedures. Contact [Insert Contact Information] with any urgent issues.

We appreciate your cooperation and professionalism in adhering to this policy. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]