

On-Call Duty Policy

Dear Project Team,

As part of our commitment to maintaining high standards and ensuring project success, we are implementing an On-Call Duty Policy for all project teams. This policy outlines the responsibilities and expectations for team members assigned to on-call duties.

Policy Overview

All team members who are assigned on-call duties are expected to be available to respond to project-related emergencies outside of normal working hours.

Responsibilities

- Respond to any alerts or calls within 30 minutes.
- Be prepared to troubleshoot and resolve issues promptly.
- Document all incidents and resolutions for team review.

Rotation Schedule

The on-call duty will be assigned on a rotating basis every week, and each team member will receive prior notice of their assigned week.

Compensation

Team members on-call will receive additional compensation for their availability, as outlined in the compensation structure document.

If you have any questions regarding this policy, please feel free to reach out.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]