

On-Call Duty Policy

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about the On-Call Duty Policy that will be implemented for remote workers at [Company Name]. This policy is designed to ensure that our team is available to address urgent matters that may arise outside of regular working hours.

Policy Overview

Under this policy, employees will be required to be on-call during specific hours as outlined below:

- **On-Call Schedule:** [Insert Days and Times]
- **Response Time:** Employees must respond within [Insert Response Time] to any urgent requests.
- **Compensation:** [Insert Details on Compensation or Overtime Pay].

Expectations

During on-call hours, employees are expected to:

- Remain available via [insert communication tools, e.g., phone, email].
- Prioritize urgent matters and escalate issues as necessary.
- Document any significant incidents and actions taken.

We believe this policy will help reinforce our commitment to providing excellent support to our clients and colleagues.

If you have any questions regarding this policy, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]