Step 2:
This is the trigger point for action. The person must call when they realize that they will not be able to be on call. The person shall not wait to see if an emergency occurs.

Step 3:
The person on call is required to call the next person on the list. This person shall be provided with the on call list of people. This person should call the next person on the list and ask if they can be on call for the period of time when the original person will be indisposed. If the person cannot get a replacement to be on call, the person should call his/her supervisor who is then responsible for finding a replacement.

Step 4:
It is the responsibility of the replacement person to notify his/her supervisor of the change. It is also the responsibility of the replacement person to notify public safety of the change and to give public safety the phone number where they can be reached.

Step 5:
The next day the emergency call number reverts back to the pager number. The next day the person on call also reverts back to the original person if he/she is now available. That person will have the percentage they were unable to respond to the call taken from them. The replacement person shall earn the percentage of compensation due him/her for the amount of time on call. The total amount of hours on call per pay period is 36. The involved parties shall receive the percentage earned them.