



**State of New Jersey**

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MENTAL HEALTH SERVICES

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**DIVISION OF MENTAL HEALTH SERVICES**

**ADMINISTRATIVE BULLETIN TRANSMITTAL MEMORANDUM**

EFFECTIVE DATE: July 1, 2005

DATE ISSUED: April 27, 2005

**SUBJECT: Administrative Bulletin 4:21  
Maintenance On Call Procedures**

The attached Administrative Bulletin is being forwarded for your review, action if necessary, and distribution to staff as appropriate. Please be advised that each recipient of this bulletin is responsible for being familiar with the content and ensuring that all affected personnel adhere to it. Also attached is a revised Administrative Bulletin Index for your Manual.

Alan G. Kaufman  
Director

AGK:pjt  
Attachment

## Division of Mental Health Services

### Maintenance On Call Procedures Human Resources Standard Operational Procedures Administrative Bulletin 4:21

#### I. Policy

##### A. Statement

The state psychiatric hospitals that currently have Maintenance on Call or those facilities who wish to initiate this policy shall conform to these guidelines.

##### B. Purpose

The purpose of this policy is to establish specific guidelines for the use of Maintenance on Call staff at the Psychiatric Hospitals and to ensure proper compensation.

##### C. Titles

The titles under this Administrative Bulletin are;

1. Engineer in Charge of Maintenance
2. Assistant Engineer in Charge of Maintenance
3. Other Maintenance Titles that are qualified to carry out this policy if Engineers & Assistant Engineers are not available

No other title should be utilized for this purpose as they are compensated when they arrive at the facility to perform the emergency / necessary work.

#### II. Scope

This order applies to all of the hospitals operated by the Division of Mental Health Services.

#### III. Definitions

##### A. On Duty MOC –

The maintenance staff will carry the “on call beeper” for one (1) week. They will respond to each call and be responsible for resolving any emergency that may occur during their week of duty.

#### IV. Compensation


Compensation will be one (1) hour of comp time for each 16 hour shift. If an employee is covering for the week 24/7 which is eight 16 hour shifts, they would be compensated 8 hours of comp time. There should be no other compensation in the maintenance area except for this one individual with the maximum of 8 hours of comp time per week. When employees are called in they will be compensated in accordance with the Fair Labor Standards Act.

This Administrative Bulletin will become fully effective on July 1, 2005.



Human Resources Director  
Ines Fenton

4-29-05  
Date



Division of Mental Health Services Director  
Alan G. Kaufman

4/29/05  
Date