



613 – STANDBY AUTHORIZATION & CALL BACK PAY

I. PURPOSE

Standby shifts are authorized by the City Manager to provide operational coverage during normal non-working hours when there is the likelihood that an emergency situation may develop that could jeopardize the City, the public or City employees if corrective action were not taken prior to the start of regular work hours.

II. PROCEDURES FOR STANDBY AUTHORIZATION

Standby authorization may be requested by the department director by stating in writing to the City Manager the need and justification for such arrangements and the procedures and compensation methods that will apply to employees assigned to standby shifts. Recommendations are subject to review by the Director of Human Resources prior to approval. In addition, standby authorizations will be reviewed annually by Human Resources.

III. GUIDELINES

The following guidelines apply to the authorization and administration of standby shifts:

- A. Standby is authorized only when it is likely that an emergency or other situation requiring reasonably prompt action may develop.
- B. Normally, standby is authorized only when an on-going need is indicated. Temporary situations such as snow, hurricanes, and the like do not usually warrant formal standby status.
- C. Normally, standby is authorized only for those shifts that are not covered by a regular, qualified work force.
- D. Standby is approved for the function being performed, not the position or the employee. Standby assignments are made on an impartial basis, rotating among those employees qualified to act in emergency situations.
- E. Standby may be assigned by the shift, by the day, by the week, or on other bases deemed appropriate by the department director.
- F. Normally, only one person is on standby per shift in the same operation but may vary depending upon departmental needs.

IV. STANDBY STATUS

Employees are considered to be on standby status when required by management to be available to respond to situations outside of their regularly scheduled shift. However,

employees may use standby time for their own personal activities and are not required to wait at home, or at any fixed location. Employees on standby are also not required to wear City or work uniforms while in standby status. However, employees on standby must refrain from the use of alcohol and must be reachable by phone. Merely being subject to call is not considered the same as standby.

V. COMPENSATION FOR STANDBY PAY

All employees scheduled for standby will be compensated at a flat rate of pay for each shift actually served in the standby status. The flat rate for standby pay will be calculated annually at the beginning of each fiscal year by determining the average hourly rate of all full-time employee salaries. Each standby shift will be compensated at one-fourth (1/4) of the average hourly rate. Sworn Fire and Police employees, to include Forensic Technician and Forensic Specialist positions, will be compensated at one-half (1/2) of the average hourly rate for each standby shift. All standby rates shall be subject to the approval of the City Manager.

The following guidelines apply to standby pay:

- A. Standby pay is not based on an employee's overtime eligibility. However, superintendents and comparable level exempt positions and above do not normally qualify for standby pay as availability and work in emergency situations are considered integral responsibilities of this level position.
- B. If an employee on formal standby status is called in to work, actual work time may be compensated as straight time, overtime or other time worked as appropriate, depending on eligibility.
- C. Hours served on standby status are not considered as hours worked for overtime or other purposes.
- D. If an employee on formal standby status cannot be reached or does not respond to an emergency call, standby pay will be forfeited.

VI. CALL BACK PAY

Employees who are eligible for overtime compensation are guaranteed a minimum of two (2) hours compensation in cases in which the employee is called back to work after the completion of the regular scheduled work day or work week.

- A. Compensation for Call Back Pay:
 - 1. Employees who work more than two hours are compensated for hours actually worked. Hours worked are compensated at the overtime rate if the employee qualifies for overtime in accordance with the Overtime Policy.

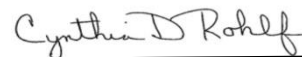
2. Travel time between home and work in reporting to call back situations is not considered time worked if the employee reports directly to a regular City reporting location.
3. If the employee is directed to report to a work site other than a regular City reporting location which is a greater distance from the employee's residence than the regular reporting location, the difference in travel time is considered time worked.
4. If the employee is directed to report directly to a work site other than a regular City reporting location, travel time is not considered as time worked if the work site is the same distance from or closer to the employee's residence than the regular City reporting location.
5. Court time and other pre-scheduled work time are not considered to fall under this policy. Employees reporting for a scheduled court appearance during off-duty time are guaranteed a minimum of two hours of compensation. Other pre-scheduled work time is compensated for actual time worked.
6. Employees called back to work more than one time during a shift will be compensated for total time worked or at least two (2) hours, whichever is greater.

VII. **RESPONSE TIME**

The department director or designee will determine the reasonable response time, but should generally not be less than thirty (30) minutes. Employees who live at greater distances from the City will be allowed a greater response time. Employees who fail to respond or report to on-call situations without a sufficient basis may be subject to disciplinary action unless the absence is specifically approved by their supervisor.

Supersedes/Amends: 613, 02-01-2017

Approved:



City Manager