

	Policy: Call-back and Stand-by Pay	Effective Date: May 19, 1992
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	Policy Number: HR-04	Page 1 of 1
	<hr/> City Manager	<hr/> Human Resources Responsible Party

PURPOSE

The City provides a continuous 24 hour-a-day, seven-days-a-week service to its customers. Therefore, it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. One of the conditions of employment with the City is the acceptance of a share of the responsibility for continuous service, in accordance with the nature of each job position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary actions up to and including dismissal by the department director.

- A. *Call-back.* Nonexempt employees will be guaranteed a minimum payment of one hour's wages for being called back to work outside of normal working hours. "Call-back" provisions do not apply to previously scheduled overtime work or employees who are called to work while serving in a "stand-by" capacity.
- B. *Stand-by.* Nonexempt employees required to be on "stand-by" duty will be paid for either four hours or eight hours of work for each week (approximately 128 hours, excluding work time) of stand-by time they serve. Whether an employee receives four hours or eight hours of stand-by compensation depends upon the emergency nature of the response needed. For example, employees involved in public health or public safety issues would receive eight hours of stand-by compensation.

Stand-by compensation for less than one full week shall be determined by the ratio of .0625 hours of pay per one hour of stand-by time. Hours actually worked while on stand-by are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week. Employees will receive a minimum of 15 minutes of compensation when called out while on stand-by between the hours of 6:00 a.m. - 6:00 p.m. Employees called out during the hours of 6:00 p.m. - 6:00 a.m. will receive a minimum of 1 hour of compensation.

"Stand-by" time is defined as that time when an employee must remain near an established telephone/pager/radio and be able to respond to the particular situation in the manner and within the time frame determined by the Department Director. Employees who are free to use their time as they choose, such as being on electronic beeping systems, are not eligible for this compensation.