



## STANDBY PAY

### I. PURPOSE

To establish a procedure for compensating standby personnel, trusting on their accountability and reliability to provide continuity to those City services that are deemed vital.

### II. SCOPE

This policy applies to non-exempt employees.

### III. POLICY

The City will compensate employees who are required by the City to respond to a call for service which is received after normal working hours within a required response time.

### IV. DEFINITIONS

#### A. Standby Period

A period of designated days, not to exceed seven (7) days, during which particular employees are scheduled and operating as standby personnel.

### IV. PROCEDURE

#### A. Scheduling

1. The Department Director will have the primary responsibility for defining those particular job functions that should be operating under this procedure, and the personnel who shall be operating as standby personnel during each standby period.
2. Standby personnel may rotate scheduled standby time with other employees only with prior approval of their Department Director or designee.



B. Responsibilities

1. Standby personnel shall carry a cell phone for City communication purposes.
2. Standby personnel shall respond, once contacted, within the established response time for their department.
3. Standby personnel shall notify the dispatching entity of their arrival at the location.

C. Compensation

1. For each day an employee is on standby, they will receive a \$25 per day stipend. If a holiday (actual not observed) occurs during the standby period, an additional \$25 dollars will be paid to the employee for that period (not a daily rate).
2. If standby personnel are “called out” during a standby period, they will be compensated for the hours worked during the “call out,” with a minimum of 2 hours of time paid per each 24 hour period "called out" during the standby period.
3. Employees not on standby who are “called out” to assist will be compensated for the hours worked during the “call out” with a minimum of 2 hours of time paid per each 24 hour period.
4. The total amount of daily standby stipend that an employee may receive for any one standby period shall not exceed \$175 dollars. This amount does not include any hours an employee is required to work during the standby period or the additional \$25 dollars received for holiday standby time.

D. Fire Minimum Staffing

1. When the Fire Chief and the City Manager determine that staffing levels necessitate incentive to maintain minimum staffing, the Fire Chief may present a plan to incentivize voluntary participation in the department’s standby list. This incentivized standby pay is at the sole discretion of the City Manager.