

Standby & Called-Out Policy

1. Purpose - This policy establishes compensation, expectations, and response requirements for employees assigned to standby duty or called out after normal working hours.

2. Standby Compensation - Employees assigned to standby duty will receive a **flat daily standby rate** based on the day of the week:

- **Regular workdays:** \$30 per day
- **Weekends and designated City holidays:** \$60 per day

Standby pay is provided to employees who are required to remain available for immediate response outside their normal work schedule.

3. Call-Out Compensation - When an employee on standby is required to respond to a call-out:

3.1 Weekday Call-Outs

- Minimum compensation: 2 hours at the employee's overtime rate
- Additional calls during the same call-out period are paid **only for actual time worked** beyond the initial minimum.

3.2 Weekend & Holiday Call-Outs

- Minimum compensation: 3 hours at the employee's overtime rate
- Additional calls during the same call-out period are paid **only for actual time worked** beyond the initial minimum.

4. Call-Out Period Definition - A call-out period begins when the employee is contacted and ends when the employee returns home or to their normal standby location. Multiple calls within this period do not trigger additional minimums.

5. Response Requirements

Employees on standby must:

- Remain reachable by phone
- Be able to respond within the required timeframe (typically 30 minutes unless otherwise specified)
- Remain fit for duty (no alcohol or impairing substances)
- Have the assigned City phone/device in their possession

5.1 Vehicle & Phone Check-In Requirement

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Employees assigned a take-home vehicle and/or City-issued phone must **report to the Public Works office at the start of the workday each Monday morning** to complete the following with a Public Works Clerk:

- **Check out** their assigned vehicle for the week
- **Verify possession and condition** of the assigned City phone/device
- **Confirm fuel level, mileage, and equipment inventory**
- **Report any damage, missing equipment, or operational issues**

This check-in is mandatory for all employees participating in the standby rotation or assigned a take-home vehicle. Failure to complete the Monday morning check-in may result in loss of take-home privileges or disciplinary action.

6. Residency Requirement

Certain positions that support critical infrastructure (e.g., electric lineworkers, water/wastewater operators, emergency response technicians) may be required to live within a **30-minute travel radius** of their designated reporting location to ensure timely response.

7. Special Provisions for Departments With Accrued Holidays

If your organization has departments where holidays are **accrued** rather than observed on fixed dates (similar to police departments):

- Employees using an accrued holiday will receive the **weekday standby rate**
- Call-outs during an employee's scheduled holiday time will follow the **weekday minimum**

This ensures consistency between departments with fixed holidays and those with flexible holiday scheduling.

8. Failure to Respond - Failure to respond to a call-out, repeated missed calls, or failure to meet response requirements may result in disciplinary action.

9. Policy Review

This policy may be updated as operational needs change. Supervisors will notify employees of any revisions.

Commented [WC1]: May be doing away with accrued holidays