

## **INTRODUCTION**

To assure appropriate response in the event of unusual circumstances, the City of Taft may assign stand-by duty to certain employees.

To provide compensation to employees for services performed in a stand-by status, the City of Taft has initiated a Stand-By Compensation Policy.

## **GENERAL**

1. For purpose of this policy, an employee serving in a stand-by status shall be defined as an employee who has been directed by an immediate supervisor or by the appropriate department head to remain in a stand-by status and to be readily available for possible assignment during hours in which the employee's department or division is not normally staffed.
2. Employees assigned to stand-by status shall not be restricted in the use of non-work hours nor shall said employee be required to remain at a specified location for the duration of the stand-by assignment. However, those employees assigned to stand-by duty shall remain within a 10 mile radius of City Hall.
3. Employees assigned to stand-by status shall be required to advise their immediate supervisor or a designated representative of the manner in which they may be contacted during the stand-by assignment and shall be capable of reporting for assigned duty no later than thirty-minutes after being directed to do so.
4. Provisions of this policy shall not be applicable to those individuals whose scheduled work hours are changed to meet staffing requirements of the City of Taft.

## **STAND-BY COMPENSATION**

1. Employees assigned to stand-by status shall be paid \$7.20 for each eight hours of assigned stand-by, and shall be compensated at the appropriate base hourly or hourly equivalent rate for actual hours worked during each day of the stand-by assignment, and in accordance with provisions of the City's Call Back Compensation Policy.
2. Stand-by assignments shall be reported to the Accounting Department on an employee time card at the conclusion of the payroll period in which the stand-by assignment occurred.

3. Hours worked during an employee's stand-by assignment shall be recorded on the employees' time card in accordance with provisions of the City's Stand-By Policy (see Section \_\_\_\_\_ of this manual.)