

ENVIRONMENTAL SERVICES
WASTEWATER MANAGEMENT OPERATIONS DIVISION
&
SCIENCE & ENGINEERING DIVISION
STAND-BY PAY PROCEDURE

In an effort to clearly articulate standby response procedures for the Environmental Services Wastewater Management Operations Division and Science and Engineering Division, the following agreement is reached with the International Federation of Professional and Technical Engineers, Local 17 for employees covered by the 2004 – 2006 collective bargaining agreement:

Introduction

Stand-by pay will be used to insure availability of staff to respond to after hour's calls due to spills, backups and other wastewater or surface water events. This agreement shall be in place until further notice commencing when signed by all parties.

Contract Language

ARTICLE 11

Section 11.5 -Call Backs A minimum of two (2) hours' compensation at the overtime rate shall be allowed for work outside the employee's assigned shift unless the employee reports for work less than two (2) hours before the beginning of his regular shift, or continues after his regular shift.

Appendix B -Stand-By Pay: When an "A" overtime category employee is assigned to stand-by by his/her supervisor he/she shall receive \$2.00 for each hour of assignment. If an employee is called out, the appropriate overtime rate will be paid from the time the employee leaves for the assignment until the assignment ends. All hours worked in excess of the two (2) hour minimum as provided for in Article 11.5 will be paid at the appropriate overtime rate. When an employee is called out, the stand-by pay will cease until such time as the assignment ends. The employee will not receive stand-by pay during the period of time he/she is receiving overtime.

Stand-by Duty – Scheduling

The stand-by duty schedule will tie filled from among qualified volunteers. In the event of an insufficient number of volunteers, the schedule will be filled using inverse order of seniority.

Last minute changes to the schedule for reasons other than illness or emergencies are discouraged; however, it is management's intent to allow flexibility to accommodate the personal schedules of employees.

Stand-by Pay Requirements and Procedures

The weekly stand-by period will be for seven (7) consecutive days beginning at 8:00 a.m. on Tuesday. Stand-by pay coverage is 24 hours per day on weekends and holidays and the period of time from the end of the stand-by employee's regular shift to the start time of the regular shift the next business day. Management reserves the right to schedule a weekend-only and/or holiday-only standby period, depending on need. If a change is made from a seven (7) day standby period to a weekend-only and/or holiday-only standby schedule, employees will be provided at least seven (7) day's advance notice.

Employees on stand-by status must remain fit for duty.

Personnel on stand-by will carry the city supplied pager and cellular telephone or be available by telephone at home. The city telephone is for business purposes only.

Stand-by personnel are responsible for ensuring the pager and telephone are in working order.

Personnel on stand-by will have a city vehicle available to take home. The vehicle is to be used for business purposes only.

Personnel assigned to stand-by should attempt to respond to the page/call within 15 minutes of receiving the page/call and should make every effort to be at the Treatment Plant within 45 minutes of the telephone response.

If additional help is necessary the person on stand-by may contact others for assistance. The Supervisor must be kept informed of issues which may come to the attention of the public (i.e. major spills and/or sewer blockages affecting more than a couple of homes).

The Stand-by person will determine if a callout can wait until the start time of a normal shift after communicating with the potential claimant.

Stand-by pay shall be reflected on the bi-weekly time card.

Safety Requirements

The employee shall perform all tasks in accordance with the applicable and pertinent safety requirements. At no time shall an employee perform a task that may endanger himself or herself, a fellow employee or the public.

For the City:

William L. Pugh Date
Public Works Director

Woodrow E. Jones Date
Human Resources Director

James L. Walton Date
City Manager

For the Union:

Carrie Blackwood Date
IFPTE, Local 17

Joe McGee Date
Executive Director