

**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
CITY OF TACOMA AND IFPTE, LOCAL 17**

**ENVIRONMENTAL SERVICES  
SCIENCE & ENGINEERING DIVISION  
STAND-BY PROCEDURE**

In an effort to clearly articulate standby response procedures for the Environmental Services 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 2008-2010 collective bargaining agreement:

**Introduction**

Stand-by pay will be used to insure availability of staff to promptly respond to after hour's calls due to SSO's, 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 \$3.00 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.

**Phone Compensation**

For each 24 hour calendar day, and when in stand-by status, employees shall be compensated for actual time in tenths of an hour at the overtime rate as set forth in the Tacoma Municipal Code 1.12.080. Employees are required to document the date, time, nature of call, response provided and the duration of call for purposes of tracking and accurate record keeping.

**Stand-by Duty – Scheduling and Process**

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

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*\*Qualified is defined as follows: A qualified employee is one who has completed probation. In the event an employee has an injury that prevents the employee from performing key elements of the job independently, the employee must notify the supervisor immediately so the supervisor can determine if the employee is /will still remain eligible for standby while injured.*

Management will post the schedule each October for a period of at least 30 days allowing all qualified employees to sign up for standby coverage. Standby signup takes place by seniority. After the schedule is posted each employee picks a week until everyone has chosen one week, then the cycle repeats until all the weeks have been chosen.

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.

In the event that there is a vacancy, unexpected illness or situation that an employee has not been able to arrange for their own coverage; management will notify qualified employees at work of the need for coverage. It will be up to the qualified employees to fill the vacancy. If all employees decline, management will assign.

#### **Stand-by Requirements and Procedures**

The weekly stand-by period will be for seven (7) consecutive days beginning at the end of the employee's shift on Tuesday. Stand-by coverage is 24 hours per day on weekends and holidays and the period of time from the end of the employee's regular shift to the start time of the employee's 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, Local 17 will be provided at least seven (7) day's advance notice in writing. Employees will not be required to be on stand-by or be compensated for stand-by during normal working hours on flex days off. Employees will be paid a maximum of 15.5 hours for flex time stand-by pay.

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

Personnel on stand-by will carry the city supplied pager and be available by telephone.

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).

**ORIGINAL**

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

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

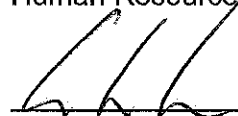
**Safety Requirements**

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.

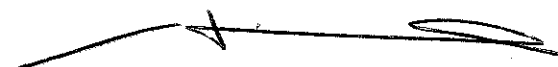
**For the City:**

 2 Nov 2009  
Richard E. McKinley      Date  
Public Works Director

 11/3/09  
Joy St. Germain      Date  
Human Resources Director

 11/05/09  
Eric Anderson      Date  
City Manager

**For the Union:**

  
Rene Jankiewicz      Date  
IFPTE, Local 17      10-27-09  
CARRIE BLACKWOOD

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