



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/15/86

SECTION 613	SUBJECT STANDBY AUTHORIZATION AND PAY
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Standby shifts are authorized by the City Manager to provide operational coverage during normal non-working hours when there is the likelihood that an emergency situation may develop that could jeopardize the City, the public or City employees if corrective action were not taken immediately.

Standby authorization may be requested by the department head by stating in writing to the City Manager the need and justification for such arrangements and the procedures and compensation methods that will apply to employees assigned to standby shifts. Recommendations are subject to review by the Director of Personnel prior to approval.

The following guidelines apply to the authorization and administration of standby shifts.

1. Standby is authorized only when it is likely that an emergency situation requiring immediate action may develop.
2. Normally, standby is authorized only when an ongoing need is indicated. Temporary situations such as snow, hurricanes and the like do not usually warrant formal standby status.
3. Normally, standby is authorized only for those shifts that are not covered by a regular, qualified work force.
4. Standby is approved for the function being performed, not the position or the employee. Standby assignments are made on an impartial basis, rotating among those employees qualified to act in emergency situations.
5. Standby may be assigned by the shift, by the day, by the week, or on other bases deemed appropriate by the department head.
6. Normally, only one person is on standby per shift in the same operation.

STANDBY STATUS

An employee is considered to be on standby status when, during normal off-duty hours, the employee is designated as the responsible person for reporting to work and handling emergency situations. The employee must be available for contact at all times and be able to respond within the specified time.

Merely being subject to call is not considered the same standby.

AMENDS/SUPERSEDES SECTION 902, 12/01/82	REFERENCES	APPROVAL
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STANDBY PAY

The City Manager will authorize a standby compensation rate or percentage for each standby situation. Compensation may be computed on a shift, day, week or other basis.

The following guidelines apply to standby pay:

1. Standby pay is not based on an employee's overtime eligibility. However, superintendents and comparable level positions and above do not normally qualify for standby pay as availability and work in emergency situations are considered integral responsibilities of this level position.
2. If an employee on formal standby status is called in to work, actual work time may be compensated as straight time, overtime or other time worked as appropriate, depending on eligibility.
3. Hours served on standby status are not considered as hours worked for overtime or other purposes.
4. Compensation for standby is included in computation of the employee's hourly rate of pay for overtime compensation purposes during the work period in which the employee is on standby. The hourly equivalent of standby compensation for overtime purposes is computed by dividing the total standby compensation for the week by the number of hours of the regular work week (usually 40) and adding this sum to the employee's base hourly rate. This rate (the sum of base hourly rate and hourly standby rate), at time and a half, is awarded only for hours worked which qualify for overtime compensation. All other time is compensated at base rate.
5. If an employee on formal standby status cannot be reached or does not respond to an emergency call, standby pay will be forfeited and disciplinary action may be taken as appropriate.

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