

TOWN OF CONCORD
Personnel Policy and Procedure #10.7-1

Stand-by Pay

Date Revised: July 1, 2018

Approved by Town Manager 8/24/2018

Purpose and Scope

The purpose of this document is to establish, in accordance with Section 10.7 of the Personnel Bylaw regarding Other Special Pays, a policy and procedures regarding Stand-by Pay for employees who are required to remain on call during off-duty hours. It shall apply only to those employees subject to the provisions of the Personnel Bylaw and specified in the policy. All provisions of this policy are contingent upon sufficient funding being provided.

Provisions for Stand-by Pay

Public Works Department

All Public Works operational personnel must be available for scheduled and unscheduled “emergency” duty, as needed. Employees who report for these assignments will receive compensation in accordance with the Town’s standard overtime and callback policies. In addition, certain assigned personnel are required to stand by during off-duty hours. While on stand-by status, employees are expected to be available by phone and to remain in physical and mental condition to report to work. Call-in and other related procedures for such assignments shall be determined by the Public Works Director. Stand-by assignments and related compensation shall be implemented as follows:

Water/Sewer Division:

One Public Works Supervisor, or eligible designee, shall be assigned to perform Stand-by Duty for Water/Sewer Pumping Treatment Systems and/or Water Distribution/Sewer Collection Systems, respectively. While on Stand-by Duty, s/he shall be responsible for receiving, evaluating, and responding to station alarms or system trouble calls and for coordinating emergency response activities in the event a response under their authority is required. Eligibility for such Stand-by Duty assignment shall be restricted to the following personnel:

- a) Water/Sewer Pumping and Treatment Group – Public Works Supervisor, Treatment System Operator, properly trained and licensed Crew Leaders, and any other qualified personnel as determined by the Public Works Director.

- b) Water Distribution/Sewer Collection System Group – Public Works Supervisor, properly trained and licensed Crew Leaders or System Maintainers, and any other qualified personnel as determined by the Public Works Director.

An employee who performs Stand-by Duty will receive one hour (1) of stand-by pay for each day of the week assigned. If s/he is required to physically report back into the system or engage in operational duties, s/he will receive overtime pay for the time worked (rounded to the nearest 15 minutes) in addition to stand-by pay for that given day.

In addition, a properly trained and licensed operator will be assigned to stand by for routine station operation and maintenance duties required during weekend and holiday days. Eligibility for Routine Station Duty assignment shall be restricted to the following personnel:

- a) Public Works Supervisor, Treatment and Pumping;
- b) Treatment System Operator;
- c) Crew Leader, if properly trained and licensed; and
- d) any other qualified personnel as determined by the Public Works Director.

An employee who is assigned to stand by for Routine Station Duty will receive a minimum pay of six (6) hours at the overtime rate for each holiday or weekend day worked. On Thanksgiving, Christmas, and New Year's Day s/he will receive a minimum pay of 10 hours at the overtime rate.

Storm & Emergency Response Team¹:

Employees who are part of the storm and emergency response operations and sign up (in accordance with departmental procedures) to be on stand-by status for Christmas and New Year's receive eight (8) hours of straight time pay for such stand-by duty. Such pay is granted in addition to any pay earned for actual hours worked on those days and in addition to the employee's regular holiday pay for those days.

The stand-by period for Christmas runs from 4:00 p.m. on December 24 to 4:00 p.m. on December 25. The stand-by period for New Year's runs from 6:00 p.m. on December 31 to 6:00 p.m. on January 1.

Concord Municipal Light Plant

The CMLP Director shall determine rotation and other related procedures for stand-by assignments as needed for CMLP operations. While on stand-by status, employees are required to:

- 1) remain in physical and mental condition to report to work;
- 2) have access to a telephone at all times, or carry a department issued cell phone; and
- 3) be within the following travel time to CMLP:
 - a. Lineworkers = 30 minutes
 - b. Telecommunications staff = 2 hours

Stand-by assignments and related compensation shall be implemented as follows:

Lineworkers:

Employees in the Lineworker classifications who are assigned, on a rotating basis, to one-week stand-by periods that begin on Friday at 7:00 a.m. and end the following Friday at 7:00 a.m. shall receive:

- a) twenty-four (24) hours of straight time pay for each weekly period of stand-by duty which does not include a regular Town holiday, and
- b) thirty (30) hours of straight time pay for each weekly period of stand-by duty which includes a regular Town holiday.

Such pay is granted in addition to any pay earned for actual hours worked on those days and in addition to the employee's regular holiday pay for those days.

Engineers:

Employees holding the positions of Assistant CMLP Director, Lead Electrical Engineer, Electrical Engineer, or Senior Engineering Technician are assigned, on a rotating basis, to one week stand-by periods which begin on Friday at 7:00 a.m. and end the following Friday at 7:00a.m. Employees so

¹ This policy does not apply to positions included in the Highway & Grounds bargaining unit; employees holding such positions shall only be compensated in accordance with the collective bargaining process.

assigned will be paid \$1150 for each week of stand-by duty performed. Such pay is granted in addition to the employee's regular pay for the stand-by period.

Telecommunications Technicians:

Employees in the Senior Telecommunications Technician or Telecommunications Technicians classifications who are assigned, on a rotating basis, to one-week stand-by periods that begin on Monday at 7:00 a.m. and end the following Monday at 7:00 a.m. shall receive:

- a) sixteen (16) hours of straight time pay for each weekly period of stand-by duty which does not include a regular Town holiday, and
- b) twenty-four (24) hours of straight time pay for each weekly period of stand-by duty which includes a regular Town holiday.

Such pay is granted in addition to any pay earned for actual hours worked on those days and in addition to the employee's regular holiday pay for those days.

Telecommunications Management:

Employees holding the positions of Network Operations Manager, Telecommunications Coordinator or Network Engineer are assigned, on a rotating basis, to one week stand-by periods which begin on Friday at 7:00 a.m. and end the following Friday at 7:00a.m. Employees so assigned will be paid \$600 for each week of stand-by duty performed. Such pay is granted in addition to the employee's regular pay for the stand-by period.

Public Works Storm & Response Team:

Employees who, at the CMLP Director's and Public Works Director's discretion, are eligible to participate in storm and emergency response operations for the Public Works Department, may be offered the stand-by pay for Christmas and New Year's described in the Public Works Department section above.

Sanctions for Not Meeting Availability Requirements

If an employee is found not to have met the availability and other requirements listed above while he/she was assigned to stand-by duty, he/she will be subject to disciplinary action up to and including termination of employment.

Coordination of Pay Policies

Overtime rates referenced in this policy will be calculated in accordance with the Fair Labor Standards Act (FLSA) and the Town's Personnel Bylaw; stand-by pay will be incorporated into the overtime rate where required by law.