

1955-05 – Standby Pay

Document Number:	1955-05
Document Name:	Standby Pay
Effective Date:	October 12, 2023
Document Status:	Approved

1. PURPOSE

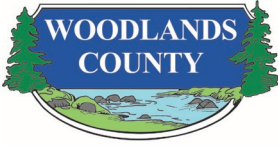
- 1.1 Employees who are required to be on standby or be available to respond to work-related demands outside of their regular working hours will be compensated.
- 1.2 The policy establishes eligibility for standby rates, compensation rates, duration, and frequency of standby periods.

2. POLICY DETAILS

- 2.1 Requirements for standby will be determined by the respective Director and operational requirements.
- 2.2 Only employees who are considered essential to the operations of the organization will be eligible for standby pay.
- 2.3 Employee eligibility for standby rate of pay will be determined by operational requirements, the respective Directors and approved by their supervisor.
- 2.4 Standby rate of pay will be \$65 per day, when an employee is required to be on standby.
- 2.5 When an employee is called back to work while on standby, the employee shall be paid the standby pay in addition to the payment for the hours worked.
- 2.6 If an employee, while on standby, is unable to report to work when required, no standby pay shall be paid.
- 2.7 An employee shall not normally be required to be on standby on two (2) consecutive weekends or two (2) consecutive paid holidays when other qualified staff is available.
- 2.8 Standby pay is not eligible for calculation of any overtime hours, holiday pay, or any other compensation-related calculations unless otherwise specified by applicable employment laws.
- 2.9 Standby rate of pay will be adjusted annually for a cost-of-living allowance (if any), as approved by Woodlands County Council during their budget deliberations.

3. DEFINITIONS

- 3.1 Standby pay: Paid when employees are designated and scheduled outside of their regularly scheduled hours of work to be immediately available to attend work to provide emergency services or other activities related to their position. Those receiving standby pay shall be immediately available for call-out.
- 3.2 Employee: Any full time or part time permanent or contract position other than Management.



4. ROLES AND RESPONSIBILITIES

CAO, Director of Corporate Services (Payroll, Human Resources)

- 4.1 Ensure payroll is processed in accordance with this policy and Employment Standards legislation.

Managers, Supervisors

- 4.2 Ensure qualified employees are provided the opportunity to be on standby and a rotational opportunity is provided.

Employees

- 4.3 Employees must document their standby hours accurately and submit the necessary documentation to their supervisors and payroll for processing.

5. RELATED POLICIES AND DOCUMENTS

- 5.1 Policy 1957-02 Overtime