

POLICY NO:	PE 021
POLICY TITLE:	STAND-BY HOURS
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	01-12-99 (December 1999)
REVISION DATE:	41-02-06; 130-09-09; 67-06-12; 2016-04-46
REVIEW DATE:	(April 28, 2016)

Policy:

The County of Vermilion River requires some departments to have people on stand-by so certain services are available 24 hours per day.

Public Works Department:

On Call Stand-By

1. The Public Works Department requires at least one employee to be on call twenty four hours a day, seven days a week throughout the year.
2. The period on stand-by will be one week, commence on a designated weekday and terminate the following designated weekday.
3. While on stand-by, the employee is required to carry a beeper and/or designated cell phone and be able to return to work if necessary, therefore they are not permitted to leave the County unless arrangements have been made with another qualified employee.
4. While on stand-by, it is the responsibility of the employee to make themselves aware of the weather and road conditions; inform the snow plow truck drivers or other snow removal equipment; be prepared to deal with any emergency calls and arrange any work that must be done to deal with an emergency (ie. put up missing STOP Signs etc.)
5. For each week day an employee is on stand-by, they will receive pay for every hour they are required to work, including time dedicated to handling phone calls. Pay will be in accordance with the Employment Standards.
6. For each weekend (Saturday & Sunday) or holiday an employee is on stand-by they shall receive an honorarium of 4 regular hours work per day. If they are called out on that day, they will receive pay for actual hours worked according to the Employment Standards Code.
7. The truck must be located close to the employee to enable them to respond within 15 minutes.

Inclement Weather Stand-By - Seasonal

8. When hourly paid seasonal employees are not called into work, on regular work days, as a result of weather conditions, they shall be entitled to "Stand-By Pay" in the amount of \$50.00

per day. To be eligible for Stand-By pay, employees must report these days as “Weather Stand-By” on their monthly timesheet. Stand-By pay for inclement weather shall be paid according to the Employment Standards Code.

Natural Gas Utility Department:

1. The Natural Gas Utility department requires at least one employee to be on call twenty four hours a day, seven days a week throughout the year.
2. The employees of the Natural Gas Utility, holding a valid First Class Gasfitter certificate or a Gas Utility Operator certificate will be on stand-by on a rotational basis.
3. The one week stand-by period will commence on a designated weekday and terminate the following same weekday.
4. While on stand-by, the employee is required to carry a beeper and / or a designated cell phone and be available to return to work if necessary therefore they are not permitted to leave the County unless arrangements have been made with another qualified employee.
5. For each week day an employee is on stand-by, they will receive pay for every hour they are required to work, including time dedicated to handling phone calls. Pay will be in accordance with the Employment Standards.
6. For each weekend (Saturday & Sunday) or holiday an employee is on stand-by they shall receive an honorarium of 4 hours of regular wage per day. If they are called out on that day, they will receive pay for actual hours worked according to the Employment Standards Code.
7. The truck must be located close to the employee to enable them to respond within 15 minutes.

Water & Sewer Utility Department:

1. The Water & Sewer Utility department requires an employee to be on call twenty four hours a day, seven days a week throughout the year.
2. The employees of the Water & Sewer Utility, holding a valid or in an apprentice / practicum program for Level 1 Water Operator Certificate will be on stand-by on a rotational basis – schedule established by the Utility Manager.
3. The period on stand-by will commence as designated on the standby schedule established by the Utility Manager.
4. While on stand-by, the employee is required to carry a cell phone and be available to return to work if necessary therefore they are not permitted to leave the County unless arrangements have been made with another qualified employee.
5. For each week day an employee is on stand-by, they will receive pay for every hour they are required to work, including time dedicated to handling phone calls. Pay will be in accordance with the Employment Standards.
6. For each weekend (Saturday & Sunday) or holiday an employee is on stand-by they shall receive an honorarium of 4 hours of regular wage per day. If they are called out for emergency work on that day, they will receive pay for actual hours worked according to the Employment Standards Code.

7. The truck must be located close to the employee to enable them to respond within 15 minutes.

8. Any previously scheduled work required on the weekend will not be included as Stand-by Work and will be paid according to the Employment Standards Code. The Water & Sewer Utility Manager will minimise the regularly scheduled work to be completed on weekends and holidays.