

RESOLUTION NO. 83

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, AMENDING RESOLUTION NO. 33 ESTABLISHING
PERSONNEL POLICIES & PROCEDURES, ADDING A STANDBY
DUTY POLICY**

WHEREAS, the City of University Place adopted Resolution No. 33 on July 24 establishing policies and procedures relating to human resource administration, including general employment practices, policy administration, attendance, compensation and performance review, benefits, employee responsibilities and conduct, training, and discipline and termination; and

WHEREAS, City functions often require City employees to be available during off-duty hours to respond to service requests and correct problems causing hazards, damage or potential damage, or significant inconveniences to the public; and

WHEREAS, the City Council wishes to amend these Personnel Policies and Procedures as guidelines for City employees;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:

Section 1. Section 4.07: Standby Duty. Section 4.07 of the Personnel Policies Manual shall be amended as shown in Exhibit A to this resolution.

Section 3. Section 4.08 Personal Phone Calls. Formally Section 4.07 of the Personnel Policies Manual, the Personal Phone Calls section shall be moved to Section 4.08 as shown in Exhibit A to this resolution.

Section 4. Effective Date. This Resolution shall take effect immediately upon signing.

ADOPTED BY THE CITY COUNCIL ON FEBRUARY 20 1996.


Stanley L. K. Flemming, Mayor

Attest:


Susan Matthew, City Clerk

EXHIBIT A TO RESOLUTION NO. 13

4.06 CALL BACK

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. Non-exempt (FLSA covered) employees called back to duty will be paid at their regular rate, with the overtime rate paid for hours worked in excess of the weekly overtime threshold.

4.07 STANDBY DUTY

The purpose of Standby Duty is to allow employees to be available during off-duty hours to receive service requests concerning problems; to investigate the nature and seriousness of the problem by on-site inspection; to correct minor problems causing a hazard, damage or potential damage, or significant inconveniences to the public; to call out appropriate crews when necessary; to direct the crew to the site; to perform work as a crew member if callback should occur; and to keep appropriate records.

The City at its option may assign Standby Duty to City employees to insure that qualified personnel are available to respond to emergencies which may affect public health, safety and/or welfare.

A FLSA non-exempt employee who serves on Evening, Weekend, or Holiday Standby Duty shall receive, in addition to his or her regular salary, a sum of up to \$420 per month. This \$420 monthly Standby pay shall be adjusted downward for actual overtime and/or straight time compensation paid to employee while called out during Standby Duty. If the employee's monthly call out overtime and/or straight time exceeds \$420 per month, employee shall be paid the \$420 monthly sum plus the amount of overtime and/or straight time call out pay that exceeds \$420 per month. As compensation for Standby Duty, if the employee's monthly call out overtime and/or straight time pay is under \$420 per month, the employee shall receive the actual overtime and/or straight time call out pay plus the difference between the \$420 monthly sum and the overtime and/or straight time pay. If an employee's Standby Duty hours in a given month exceed one half of the total Standby Duty hours for that month, the employee's Standby Duty monthly sum shall be adjusted, at the discretion of the Department Head, up to \$840 for that particular month.

Hours of Standby Duty shall be:

Evening Standby Duty. Evening Standby Duty shall commence at quitting time on the evening of a work shift and continue through to 7:00 a.m. the following morning.

Weekend Standby Duty. Weekend Standby Duty shall commence as 7:00 a.m. on Saturday and continue through to 7:00 a.m. the following Monday morning.

Holiday Standby Duty. Holiday Standby Duty shall commence as of 7:00 a.m. on each City-scheduled holiday and continue through to 7:00 a.m. on the morning following the holiday.

While on Standby Duty, employees are not required to stay at home or any other specific location; however, employees on Standby Duty shall wear a pager provided by the City and must be able to arrive at the incident location within one (1) hour of being called.

To ensure flexibility for the employee, the City encourages employees to participate in the scheduling of Standby assignments. Employees are also encouraged to rotate their schedules.

In the event of a personal emergency that precludes the Standby employee's ability to respond, the employee must notify the Public Works Director, the Public Works Superintendent, or the City Manager (as a last resort) immediately to ensure the City's ability to respond to emergencies.

Designated Standby employees shall maintain themselves in a fit and responsible manner, able to respond to an emergency call in condition normally expected of an on-duty employee during normal work hours, and consistent with all other City policies.

The City Council authorizes the City Manager to suspend or amend this stand-by policy to insure compliance with all applicable Federal and State laws.

4.08 PERSONAL PHONE CALLS

Employees are not permitted to make personal long distance phone calls that are charged to the city. However, if city business creates an unforeseeable need for the employee to work late, a brief, long distance personal call, for the purpose of notifying family members, is permitted.