

## **Personnel Rule 3.8 – Standby Pay**

### **3.8.0 Authority**

SMC 4.04.040 and subsequent revisions thereto, Administration

SMC 4.04.050 and subsequent revisions thereto, Rule-Making Authority

SMC 4.21 and subsequent revisions thereto, Standby Duty

### **3.8.1 Application of this Rule**

- A. This Rule applies to regularly appointed employees whose titles are identified as not ineligible for overtime compensation in the City's Salary Schedule and Compensation Plan.
- B. The provisions of this subchapter shall be applied to employees of the Seattle Municipal Court except where they conflict with any policy promulgated by the Court and/or General Court Rule 29.

### **3.8.2 Standby Pay**

- A. The appointing authority or designated management representative may assign and compensate hourly employees to perform standby duty based upon reasonable criteria which include the likelihood of the occurrence of an off-hours emergency, the nature of the potential emergency, and the consequences of delaying response to the emergency until normal working hours. Salaried employees may be assigned standby duty but do not receive extra compensation for the assignment.
- B. An employee who is assigned standby duty must remain available to be contacted by the employing unit in the event of an emergency, and must be able to respond, by telephone within 15 minutes, or in person within a timeframe established by the appointing authority or designated management representative, of being contacted.
- C. An hourly employee who is assigned to remain on standby to perform the duties of their class will receive 10% of such employee's regular straight-time hourly pay rate for each hour on standby duty.
- D. An hourly employee who is assigned to remain on standby to perform the duties of another class will be paid 10% of the regular straight-time hourly rate of pay for each hour on standby duty as follows:
  - 1. If the employee's regular straight-time rate of pay is within the salary range or pay zone of the other class, standby pay will be calculated on the employee's actual rate of pay.
  - 2. If the employee's regular straight-time rate of pay is higher than the maximum rate of the salary range or pay zone of the other class, the employee will receive 10% of the top step of the salary range or pay zone of the class in which the employee is assigned standby duty.

3. If the employee's regular straight-time rate of pay is lower than the minimum rate of the salary range or pay zone of the other class, the employee will receive 10% of the first step of the salary range of the class in which the employee is assigned standby duty.
- E. When an hourly employee assigned to standby duty responds to an emergency or other problem for which the employee was called, standby pay will be discontinued and overtime or regular pay will commence upon arrival at the work site, as defined by the appointing authority or designated management representative.
  - F. The appointing authority or designated management representative shall maintain standby duty schedules so that affected employees have adequate notice of when they are scheduled for assignment to standby duty.
  - G. Employees may use sick leave to cover pay for scheduled standby duties missed for eligible sick leave reasons. Employees who choose to so use sick leave shall have 0.1 of an hour of leave deducted from their available sick leave balances for every hour of missed scheduled standby pay covered.