



TOWN POLICY

ADMINISTRATION POLICY:

Standby Policy

DEPARTMENT: Choose an item.

POLICY NUMBER: HR-057

APPROVAL: 
Jeff Shaw

EFFECTIVE DATE: March 10, 2015

SUPERSEDES: Policy #S-50-2

UP FOR REVIEW: December 19, 2021

Policy Statement:

The Town of Cardston recognizes that it may be required to respond to callouts and provide services beyond regularly scheduled work hours. Some Town employees, therefore, will be required to be on standby and respond to callouts as needed.

The purpose of this policy is to:

Establish structure of the Town's standby schedules as well as remuneration for employees on standby.

Standby Guidelines

The Town's standard water/wastewater standby schedule is designed on a rotation of four employees, however this may change based on employee availability and training. The electrical standby schedule may be shared between all certified and authorized linemen within the electrical department. The standby schedule will be arranged so one employee is on-call for one week at a time. The employees on rotation will determine their schedule based on an equal rotation basis.

Employees on standby must be reachable by cellphone for the entire period of time that they are on standby—this includes weekends and holidays as well as the period of time between the end of one workday and the beginning of the next.

All remuneration for standby will be classified as pensionable earnings.

Water / Waste Water Standby Remuneration

Total remuneration for standby will be a maximum of \$18,578.00 to be divided proportionately between the numbers of employees on call rotation. This number will be set annually and amended from time to time as necessary.





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Electrical Standby

The Town requires a qualified electrician to be on standby at all times and respond to callouts as needed. Town electricians on standby will receive \$100/week or \$5,200 annually divided proportionality between those on call.

Water / Wastewater and Recreation Sunday Chores:

Sunday Chores at the Town's water and waste water plants and recreation facility checks will be paid through this Standby Policy up to an annual maximum of \$6,710.50 to be divided equally among the employees performing the chores. The Sunday chores payment allocation will be subject to pay increases or decreases as negotiated by the Employee Association.

Callouts

This Standby Policy does not establish any new provisions for employee callouts. The guidelines and remuneration for callouts will be dealt with through the Town's Employee Association Contract. However, there may be circumstances where a Town employee responds to a resident's request for a Town-owned device (such as a sewer snake). If the responding employee chooses to exercise the overtime clause in his or her Employee Association Contract, the employee must make the resident aware that he or she will bear the cost of the employee's callout. This notice must be made prior to the physical lending of the device to the resident.

