



ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
July 1, 2015		

I. PURPOSE

To establish administrative procedures and controls related to payment of Stand-By (also known as On-Call) pay and to identify those employees who are eligible to receive such payment.

II. DEFINITIONS

- A. **Stand-By/On-Call Status** - Time during an employee's off-duty hours (i.e., non-working time) when the employee is designated to be able to respond to situations in which the employee's services are required. While on Stand-By (On-Call) status, an employee's time is unrestricted except that the employee must comply with his/her department's established availability and reporting requirements.
- B. **Stand-By/On-Call Pay** - The compensation approved for employees on Stand-By or On-Call status.

III. ELIGIBILITY

- A. Only employees eligible to receive Overtime pay (in accordance with Administrative Directive 2.01-2, Overtime Policies) may receive Stand-By/On-Call pay.
- B. Commissioned public safety employees do not receive Stand-By/On-Call pay (with the exception of authorized Fire personnel).
- C. Stand-By/On-Call pay shall apply only in those instances when employees are designated to respond to duty during the period of time when services are not being performed by other shift employees (with the exception of the following positions: Emergency 911 Operators and Public Safety Dispatchers; Public Service Operators with the Tucson Police Department; and Water Systems Operators from Tucson Water Department).

IV. AUTHORIZATION FOR STAND-BY/ON-CALL PAY

- A. Stand-By/On-Call status must be authorized in advance by department directors, or their designees, and shall not be authorized for any period of time during which an employee is on approved leave (vacation leave, sick leave, compensatory time or any other leave with or without pay).
- B. Stand-By/On-Call status shall not be authorized for periods of time during which an employee has failed to report for regularly scheduled work.
- C. Stand-By/On-Call status shall not be authorized for periods of time when an employee is on-duty (either as part of the employee's regular workday, overtime or on a call-out), including lunch periods and break periods.



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V. PAY PROVISIONS

- A. Employees designated to receive Stand-By/On-Call pay shall be compensated for all authorized standby/On-Call time at \$2.75 per hour.
- B. Time spent responding by telephone, radio, e-mail or other electronic means while authorized on Stand-By/On-Call status shall be compensated at the Stand-By/On-Call rate and does not constitute a "call-out". Exceptions may be authorized, **in advance**, for employees who have remote access capabilities to perform the actual callout activities from a remote location. In those situations, the department must provide notice of the approved exception to the employee with a copy to Human Resources for inclusion in the employee's personnel record.
- C. Stand-By/On-Call pay shall not be paid for any time an employee receives regular or overtime rate of pay.
- D. Employees assigned to Stand-By/On-Call status, who fail to respond to a service call in accordance with the department's availability and reporting requirements shall not receive Stand-By pay and shall be subject to discipline.

VI. GENERAL

- A. Department directors shall be responsible for the administration of this directive in their respective departments and to ensure that Stand-By expenditures are within approved budgetary allocations.
- B. The Bi-Weekly Payroll Timesheets shall be completed in compliance with instructions established by the Finance Department and shall reflect the number of hours each employee is entitled to Stand-By pay.



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Forms (Attached to AD 2.01-1)

None

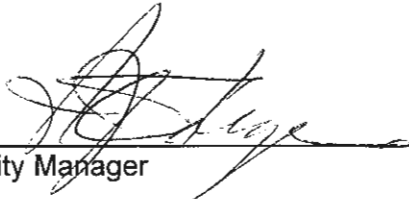
References

Tucson City Code Chapter 10
Labor Agreements
2.01-2, Overtime Policies

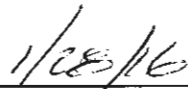
Review Responsibility and Frequency

The Human Resources Director will review this directive annually, based on date of publication. Last review date: 07/01/2007.

Authorized



City Manager



Date