

MUNICIPALITY OF SKAGWAY, ALASKA RESOLUTION NO. 10-36R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING THE PERSONNEL POLICY REGARDING STANDBY AND ON-CALL TIME AND REPEALING RESOLUTION NO. 10-32R.

WHEREAS, the Municipality needs to address issues regarding employee Standby and On-Call Time; and

WHEREAS, the personnel policy is amended by resolution; and

WHEREAS, the personnel policy committee is working on an update of the personnel policy which will include a comprehensive review of necessary changes; and

WHEREAS, the purpose of standby and on-call pay is to provide public services for the health and safety of the community as determined by the Assembly and management; and

WHEREAS, ~~strike through~~ indicates text deleted and **underline** indicates text added to current regulations;

NOW THEREFORE BE IT RESOLVED, that Chapter 5, Pay Plan Administration, Section 5.4 Overtime and Chapter 13, Compensation and Reimbursement, Section 13.2 Standby Rate are hereby amended to modify and clarify Standby and On-Call requirements and rates of pay as follows:

Chapter 5 Pay Plan Administration

5.4 Overtime

Work performed in excess of the regular work day or regular work week is compensated at one and one-half times the regular rate of pay, which will be referred to as the overtime rate. Whenever possible, the employee's supervisor shall authorize overtime. **Employee Police standby and on-call time is not considered overtime and are not counted towards hours worked.**

- (a) All work in excess of eight hours per day for employees regularly scheduled to work either eight hours or less is paid at the overtime rate.
- (b) All work in excess of ten hours per day for employees regularly scheduled to work more than eight hours is paid at the overtime rate.
- (c) All work in excess of 40 hours in a seven-day week is paid at the overtime rate. Paid leave shall be considered as time worked when computing hours in excess of 40 hours in a seven-day week. Hours worked shall only be counted once for purposes of determining overtime pay, regardless of whether the hours worked exceed the regular work hours for a day or exceed 40 hours for a seven-day week.
- (d) Overtime is computed to the nearest half hour.
- (e) Overtime pay is available only to an employee paid an hourly rate.
- (f) See Section 5.5 for rates of pay for hours worked on holidays.

Chapter 13 Compensation and Reimbursement

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13.2 Standby and On-Call Rate

- ~~The standby rate is the prevailing minimum wage.~~
- (a) A department will establish in consultation with the Personnel Officer, standby and on-call procedures for the department that are consistent with the criteria listed in 13.2 (b). The department will determine what jobs are covered and what hours are covered for standby and on-call time for the department and provide the information to the employees and the Personnel Officer. Standby and on-call procedures shall be approved by the Borough Assembly.
- (b) Eligibility for standby and on-call pay must meet the following criteria:
1. Employees are required to be available standby or on-call to work at a time that is outside their normal scheduled hours of work.
 2. During the designated standby or on-call hours, employees who are assigned to standby or on-call status may have some restrictions in movement and location as determined by their department, and must remain accessible by phone or pager in a fit condition, as defined by the department's standby and on-call procedures, to work.
 3. Standby and on-call employees must be available and respond within 15 minutes, unless a time period is otherwise specified by approved departmental standby and on-call procedures.
 4. Employees assigned to standby or on-call status who cannot be located, who do not respond within the time period specified in section 13.2 (b) (3), or who fail to report to work when called in, will forfeit standby or on-call pay for that day and be subject to disciplinary action. This section does not apply to employees taking approved personal or sick leave.
 5. When a position is posted that a department is aware may include standby or on-call duties, the department should include that information in all job postings.
- (c) Standby or on-call shifts for all departments excluding the Police Department will be compensated at the rate of \$2.00 per hour.
- (d) Standby or on-call shifts for the Police Department will be compensated at the prevailing minimum wage.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 20th day of January, 2011.


Thomas D. Cochran, Mayor

ATTEST:


Emily Deach, Borough Clerk

(SEAL)

