

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE STANDBY PAY POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Standby Pay Policy and to modify the Village Employee Handbook to include an Employee Standby Pay Policy.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:**

**SECTION 1:** The Village shall adopt an Employee Standby Pay Policy as defined below and shall add Section 3.15 - Employee Standby Pay Policy to the Village Employee Handbook as follows:

**3.15 EMPLOYEE STANDBY PAY POLICY**

**Standby Purpose**

To address the issue of the Village needed to have someone available to report back to work after the end of their shift for emergencies or trouble calls, combined with the fact that the Village of Brewster has a zero tolerance for alcohol (and drugs), and due to the limited size of its workforce in its various departments, the Village is creating standby pay.

**A) Standby Pay Defined**

Standby pay is defined as compensation during a designated assigned period to offset the fact that when employees are placed in standby status, they are required to report back into work after the end of their normal shift within one (1) hour of a call out, and are to do so without any alcohol (or drugs) in their system.

**B) Standby Pay Periods**

Standby pay covers the period from the end of the employee's normal shift to the beginning of their following shift on weekdays and for a 24-hour period from the normal time their shift would begin to the normal time their shift would begin the following day on Saturdays, Sundays, and holidays.

**Example:** Employees normal shift is 7:00 am to 3:30 pm Monday through Friday

- Weekday standby periods would be Monday through Friday from the end of the employee's shift at 3:30 pm to 7:00 am the following morning
- Saturday standby period would be from 7:00 am Saturday to 7:00 am Sunday
- Sunday standby period would be from 7:00 am Sunday to 7:00 am Monday
- Holiday standby period would be from 7:00 am the date of the observance of the holiday to 7:00 am the day following

**C) Assignment to Standby Status**

The Village Administrator has the authority to determine which Departments and how many qualified employees in each Department shall be assigned to standby status. The Administrator shall be guided by the need to have an employee and/or Department available for unforeseen emergencies or likely call-back events such as potential weather events (ie forecasted snow/ice or flooding).

Where the Administrator determines it is practical, assignment shall be on a weekly basis. However, the Administrator may also do so on a day to day basis where in circumstances such as potential weather events such as snow/ice or flooding.

**D) Availability for Work on Standby Status**

Employees who are assigned to standby status must remain available for work, be able to be easily contacted, and be able to report to work when contacted in a timely manner. Employees who are in/on standby status are expected to report for duty when called.

Employees who are assigned to standby status who are not available for work when called, are unable to be contacted, are unable to report to work in a timely fashion, and/or are unable to report because they have consumed alcohol or are otherwise impaired shall forfeit their standby pay for that period.

When an employee who has been placed in/on standby status is unable to report because he has already called off sick for his normal shift, or becomes sick, or is otherwise unable to be available for call back the Village Administrator shall assign standby to another employee, who shall be compensated in accordance with these provisions instead of the employee initially assigned.

**E) Standby Pay Rates and Conditions**

Each employee assigned to standby status shall be paid as follows:

- Weekdays (Monday through Friday) - 2 hours regular pay per day
- Saturdays – 3 hours regular pay
- Sundays – 3 hours regular pay
- Holidays – 3 hours regular pay

**F) Standby Pay Not used in Overtime Calculations.**

Standby Pay shall be paid a regular rate and shall NOT be used towards the computation of overtime.

**G) Standby pay as it Relates to Call-in Pay and Overtime**

Standby Pay is in addition to, not in lieu of, the pay established for call-in pay.

Standby Pay does not in any way eliminate the need for employees to report to work after their normal shift when called even if they are not in Standby status.

Standby pay does not eliminate normal overtime processes, including but not limited to the Village’s ability to assign overtime in advance, or bring in or keep an employee(s) over contiguous to their normal shift without placing an employee in standby status or paying standby pay.

**H) Standby Status “Trades”**

Standby Pay will only be paid to the employee who undertakes the duty.

The Village Administrator shall develop procedures for employees to be able to “trade” standby assignments. Employees who accept a “trade” from another employee must comply with those established procedures in order to be paid for standby status.

**SECTION 2:** The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

**SECTION 3:** This ordinance shall be in full force and effect at the earliest date provided by law.

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Mayor Michael E. Schwab

ATTEST:

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Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on \_\_\_\_\_

\_\_\_\_\_  
Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

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Clerk K. Kris King