



**CVM
Policies and
Procedures
Handbook**

Subject: *Standby Duty/Pay Policy*

Section: *Personnel*

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To Be Reviewed Yearly By: *CVM Committee on Policies and Procedures*

Source:

Cross Reference:

Standby Duty/Pay Policy

PURPOSE: This policy establishes responsibilities and pay for non-exempt employees who perform standby duty. Exempt employees are not eligible for standby pay.

POLICY: Employees may be required to serve on standby duty. Standby duty requires employees to be accessible, available, and able to report for duty if called. It is the employee's responsibility to maintain communication with the College when on standby duty. Employees who fail to respond to being called back to work from standby status will not receive standby pay for that shift.

Supervisors must maintain a standby roster of all qualified employees, including student workers, who may be required to serve on standby duty. Student workers must complete departmental training in order to be qualified for standby duty. An equitable rotation procedure must be followed in requiring employees to serve on standby duty.

Approved: _____

Kent H. Hoblet

Kent H. Hoblet, Dean

4/29/2013

Date