

**3341-5-26 Stand-by Pay.**

Applicability	All University units
Responsible Unit	Office of Human Resources
Policy Administrator	Chief Human Resources Officer

**(A) Policy Statement and Purpose**

The Fair Labor Standards Act requires that compensation be provided to hourly employees who are required to carry a cell phone and respond to calls for service. This policy establishes the criteria for receiving “Stand-by” pay.

**(B) Policy**

(1) Maintenance and trades employees who are designated as required to “stand-by” and required to carry a university issued cell phone and respond to calls for service as a condition of their position will be compensated according to the established guidelines. Questions regarding the guidelines can be directed to the Office of Human Resources. Conditions which qualify an employee for the additional compensation are as follows:

- (a) Employees designated as “stand-by” must carry a university issued cell phone and respond to calls for service within thirty minutes of receipt of a call.
- (b) Employees must be available within thirty driving minutes from the university.
- (c) Employees must be able and available for work and must refrain from the use of alcohol or prescription medications which may render them unable to perform the duties of their job.

- (2) Additional Information:  
Employees who fail to perform to the above conditions are subject to the university's progressive discipline policy and may not receive additional compensation.

Registered Date: March 17, 2015