

## **Standby Policy**

### **1.0 Policy Statement**

The City of Mount Pearl provides Emergency Services afterhours and on weekends for residents. The City of Mount Pearl employees that are required to be available for work at times other than their regularly scheduled work hours shall be compensated when on standby and called in to work. City employees are reminded to complete a daily work order for each call out at the end of the job.

### **2.0 Background**

The City of Mount Pearl provides services for emergency services including but not limited to salting, injured animals, major pothole, flooding, plugged sewer, etc. For instances where this policy conflicts with the *Collective Agreement*, the later will prevail.

### **3.0 Scope**

This policy applies to City of Mount Pearl employees.

### **4.0 Purpose**

To establish a policy and procedure outlining standards and qualifications for employees performing duties on standby and to promote public safety. In addition, the purpose of this policy is also to provide an order of contact.

### **5.0 Emergency Standby Call outs**

The City of Mount Pearl provides standby Emergency Services for the following:

For urgent calls to be dispatched by afterhours service call the following order shall apply:

#### **A. UTM Crew**

- Water or sewer problems
- Missing manhole covers
- Catch basins covers
- Culvert problems

- Smell of gas/oil
- Fire hydrant calls

**B. Roads Crew**

- Injured animals
- Dead animals
- Roaming animals being a nuisance or roaming animals posing a threat to themselves or a resident.
- Debris on road
- Major pothole
- Roads requiring salting/ploughing (referred directly to Supervisor first)
- Issues posing a safety hazard

**C. Municipal Enforcement Officers**

## **6.0 Standby Requirements**

The following criteria will be adopted forthwith for employees to qualify for standby duties:

- a) Minimum of a Class 03 License;
- b) Seasonal employees must be currently assigned to the Department of Infrastructure and Public Works;
- c) Permanent Full Time Public Works employees (even if temporarily transferred to other departments on a seasonal basis) will be assigned to the standby duty within the Department of Infrastructure and Public Works provided they qualify;
- d) The standby list shall rotate in order of seniority. Seasonal and new employees when recalled or hired shall be inserted on the list in accordance with their respective seniority, provided they qualify;
- e) Employees must have at least six (6) months of cumulative service within the Department of Infrastructure and Public Works engaged in sanding and/or snow ploughing operations for winter standby;
- f) Employees must have at least six (6) months of cumulative service within the Department of Infrastructure and Public Works engaged in road maintenance for summer standby;
- g) Capable of loading a truck with the aid of a loader or backhoe;
- h) Employees must be engaged directly in roads maintenance for summer standby;
- i) Employees must be engaged directly in salting or snow ploughing for winter standby;

- j) Mutually agreed upon time slot changes to the posted standby list will not adversely affect the rotating system.
- k) **Exemption** may be granted for standby on an individual basis, provided it does not impact upon the operational requirements of the City. These requirements shall be determined from time to time by the respective Director who shall determine the minimum number of employees that must be retained in a pool to effectively have a full rotational system for standby.
- l) Overtime is not guaranteed to any individual on standby but solely used when responding to an emergency call, i.e., first response until the regular crew can be assigned.
- m) Overtime that can be scheduled must be done by using the master overtime sheets on a priority basis; i.e., the person with the lowest hours will be the first to be called out and rotate through the overtime sheet accordingly.
- n) Overtime worked while on standby will not be charged to the master overtime sheet unless it is scheduled overtime.

## 7.0 Order of Contact

The following standby order of contact shall apply:

### A. Public Works – Roads Crew

#### I. Procedure for Months: November – April

For calls received Monday-Friday before 8 am and after 4 pm the following order of contact shall proceed:

- First response: Supervisor on duty (see attached supervisor schedule)
- Second response: Standby crew

If unable to contact, the call will be relayed to the Works Superintendent or designate.

#### II. Procedure for Months: May – November

Calls received Monday – Friday before 8 am and after 4 pm shall be referred to:


- Standby crew

If unable to contact, the call shall be relayed to Works Superintendent or designate.

**B. UTM Crew**

- Standby
- UTM Lead Hand
- UTM Foreperson
- Works Superintendent

**8.0 Approvals**

  
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Steve Kent, Chief Administrative Officer  
March 20, 2019  
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Date