



New Mexico Tech

Physical Plant Department

Standby Policy

Maintenance Standby

- The Standby truck is to be used for emergency calls only.
- Standby will run from Monday at 8:00 AM to Monday at 8:00 AM. The employee on standby will be available 24 hours a day during this week. A pager will be carried at all times during the week.
- Only the person on standby will respond to an emergency call. If the standby employee cannot handle the call he can call an additional employee.
- The standby employee will receive five hours straight time for being on standby during the week. This will be paid whether or not a call is made during that week. In addition, the standby employee will receive one and one half-hours at time and one half for each call responded too. If the call takes more than one and one half-hours to fix you will be paid for the actual time the call took at time and one half.
- If another employee other than the standby employee is called in that employee will receive time and one half for any time put in on the call.
- When on standby during a holiday recognized by New Mexico Tech, the employee on standby during the day shift of the day of the holiday will receive an additional four hours straight time for that day.
- Only calls logged with security will be paid.

Employee Responsibilities

- Any employees responding to standby calls will punch in and out for each call made. In the case of a true emergency call you may punch in an out after the call has been taken care of.
 - A labor card will be filled out for all standby time including call time, the five hour weekly time and any holiday time. Labor cards for standby call should provide a description of the nature of the call. The time spent on a standby call is calculated from the time you leave your residence, too the time you leave campus.
 - The employee should indicate whether the time will be paid overtime or comp-time earned on the face of each labor card.
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- Standby employees that are required to work on an early morning standby call that carries over into their regular shift are required to report to their immediate supervisor for review. This is for safety and health reasons, as New Mexico Tech does not want an employee's attention and performance compromised by fatigue.

Other Maintenance and Scheduled Calls

- Personnel responding to calls other than maintenance standby will be compensated at a rate of one and one half-hours per call at time and one half. If the call takes longer than one and one half-hours you will be compensated for the actual time worked at time and one half. Examples of these types of calls include key shop calls, swamp cooler calls or custodial clean up
- Personnel that are required to come in on the weekend or holidays for scheduled work will be compensated for a minimum of one and one half hours at time and one half for each call made. This would include watering at the green hours and covering shipping and receiving during the Christmas break.
- As with any other standby call, the employee must punch in and out for these types of calls. In addition, the employee must fill out a labor card for the call as outlined above.

General

- If the employee on standby cannot accommodate the calls for that week for some reason, they must make arrangements with their supervisor prior to the start of their stand by shift.
- Professional staff on standby will not receive any comp-time or overtime pay. If they make a standby call the actual time it takes to make the call will be counted toward their forty-hour week.
- Scheduled work during the Christmas break that is the result of not having enough leave to cover the break will not be eligible for the time and one half premium.
- Time spent on standby calls and scheduled calls during holidays will not receive any additional compensation above what is outlined in this policy.

Date: May 13, 2003

