



## Standby Pay

**Policy Number:**

313.0

**Effective Date:**

09/1988

**Reference:**

Arizona Board of Regents Policy

Any Classified Staff employee may be required to serve on standby duty. Standby duty requires the employee to be accessible, available, and able to report for duty if called.

Department Heads are responsible for determining the need for standby duty and for assigning Classified Staff employees to standby duty.

The supervisor of the employee assigned to standby duty shall maintain a standby roster of all qualified employees who may be required to serve on standby duty.

An equitable rotation policy shall be followed in requiring employees to serve on standby duty.

### STANDBY SHIFT - DEFINITION

A standby shift is a designated 8-hour period within any 24 consecutive hours. Such shifts may vary in beginning and ending times from department to department, and are subject to change by administrative decision as dictated by work load needs. Standby shift hours usually coincide with regular shift hours.

### STANDBY PAY

Standby pay shall be provided to nonexempt Classified Staff employees at the rate of \$5.00 per assigned shift.

Standby pay shall be provided to exempt Classified Staff employees with the approval of the Vice President for Human Resources. Exempt employees authorized to receive standby pay are typically those expected to physically perform the duties which require standby status. Exempt Classified Staff employees who are called back to work from standby status normally shall not receive compensation in addition to standby pay.

