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Edmonson County Water District Policies and Procedures

STANDBY DUTY

Edmonson County Water District

1128 KY Hwy 259N Brownsville KY 42210

Document History

Document Location

This is an on-line document. Paper copies are valid only on the day they are printed. Refer to the author if you are in any doubt about the accuracy of this document.

Revision History

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| Date of this revision:04/12/2024 Original Draft | Date of next revision: |
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| Revision Number | Revision Date | Summary of Changes | |
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Approvals

This document requires following approvals:

| Name | Title |
|-------------|----------------------|
| Jimmy Mills | Water Board Chairman |

This document has been distributed to:

All board members and employees of the Edmonson County Water District.

Subject:

Procedure No. 502.00

First Issue Date: 04/12/2024

I. OBJECTIVES:

- A. To establish a fair and reasonable policy to reward the employees who are making themselves available to the customer after hours, weekends & holidays.

II. POLICY:

- A. It is the responsibility of an appointed distribution employees to be available for service at all times outside of normal business hours.
- B. The standby duty schedule for will be prepared by the Distribution Supervisor and shall be followed by all full-time operators.
- C. It is the responsibility of the standby employees to be sure they have a company supplied cell phone with them at all times during their call period.
- D. All after-hour calls must be attended to with due expediency.
- E. Any employee that is accepting call duty is due compensation for the service.

III. COMPENSATION:

- A. All call outs will be entitled a minimum of two (2) hours overtime.
 - a. If you get called out at 5:15 and return home at 6:04 you may turn in a total of 2 hours' time.
 - b. If you were to get called out again on the same day at 6:30 your time shall continue until the call is complete using the original start time as the beginning time. So upon returning home at 8:15 would entitle you to a total of 3 hours' time.
 - c. If you were to have been called out on that same day after the original 5:15 call, say at 7:45 that would be a new minimum of two (2) hours.
 - d. An on-call employee will be intitled to "stand by pay" in addition to overtime compensation at a rate of \$25.00 per weekday and \$50.00 per weekend day.

APPROVED BY:



Chairman, Board of Commissioners