

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
7	10/07/19	Open	Action	10/01/19

Subject: Standby Compensation for Hourly Employees in MCEG designated classifications

ISSUE

Whether to modify the Personnel Policy Manual to establish Standby Compensation for hourly employees who are required to remain “on call” and available to respond outside of normal business hours to perform urgent or time sensitive work.

RECOMMENDED ACTION

Adopt Resolution No. 19-10-____, Approving the Addition of Section 8.03 to the Personnel Policy Manual Establishing Parameters for Standby Compensation for Hourly Non-Bargaining Unit Employees Who Are Required to Remain “On Call” and Available to Respond Outside of Normal Business Hours to Perform Urgent or Time Sensitive Work.

FISCAL IMPACT

The fiscal impact for this action is minor and estimated to be approximately \$30,000 annually. This cost was not budgeted in FY20.

DISCUSSION

In an effort to ensure that the Risk Department receives timely information regarding major bus and light rail vehicle accidents including identifying potential claimants and witnesses, descriptions and photographs of personal injuries, vehicle damage, property damage, etc. which may be useful in responding to and assessing the values of claims filed against SacRT, a need to have staff from the Risk Department respond to major incidents has been identified. In order to ensure timely response, the Risk Department needs to create a Standby Schedule and assign department employees to remain available or “on call” to respond to such major incidents at virtually any time of the day and day of the week, including days and hours outside of normal business hours. In order to provide complete coverage and to fairly distribute the “on call” obligation, it is necessary to assign both salaried and hourly employees to the Standby Schedule.

The Risk Manager and Senior Risk Analyst are salaried employees exempt from state and federal overtime requirements and subject to work in excess of 40 hours in a workweek without additional compensation. The Risk Analysts I and II, however, are hourly employees, and are entitled to compensation for all time they are required to work. In the absence of a Standby Pay Provision, the hourly employees would be entitled to their full wages, likely at the overtime rate of one and one-half of their normal rate of pay, for all hours assigned to be “on call”. Applicable state and federal law permits an alternative method for compensating “on call” employees without incurring the expense of full wages.

Approved:

Presented:

Final 10/02/19

General Manager/CEO

AVP, Human Resources & Labor Relations

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In order to provide fair compensation to the hourly employees when they are assigned to be “on call,” staff proposes to implement an On Call – Standby Pay Program for hourly non-bargaining unit employees whereby such employees will be compensated 2 hours at the time and one-half rate for each day they are assigned to be “on call.” Program parameters and requirements are provided in the proposed Section 8.03 to the Personnel Policy Manual (Attachment 1).

Although the immediate need for the Standby Pay provisions relates to the non-bargaining unit Management and Confidential Employee Group (MCEG) designated positions, the provisions of the Personnel Policy Manual would be applied to hourly employees in designated bargaining units if collectively bargained with an exclusively recognized employee organization.

Staff recommends the Board approve the modification to the Personnel Policy Manual and the Standby Pay provisions specified in the proposed Section 8.03 as detailed in Attachment 1.

§8.03 On Call – Standby Pay

- A. An employee may be assigned to On Call – Standby status for a period of 7 consecutive days, including holidays.
- B. An employee assigned to On Call – Standby status is to remain available to respond to trouble calls and emergency situations in a timely manner.
- C. An hourly employee assigned to On Call – Standby status will be compensated 2 hours at the time and one-half rate for each day, Sunday through Saturday including SacRT paid holidays.
- D. In the event it is necessary for an employee to leave home in order to respond to a trouble call or emergency, from the time of leaving home until returning home is considered paid time and will be compensated at the time and one-half rate. Such compensation for time worked is in addition to the On Call – Standby status pay described in paragraph c, above.
- E. Employees will not be compensated for On Call – Standby status on any day on which they are on approved vacation, floating holiday or other leave status.
- F. These provisions will apply to non-bargaining unit employees only unless collectively bargained with an exclusively recognized employee organization.

RESOLUTION NO. 19-10-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

October 7, 2019

APPROVING THE ADDITION OF SECTION 8.03 TO THE PERSONNEL POLICY MANUAL ESTABLISHING PARAMETERS FOR STANDBY COMPENSATION FOR HOURLY NON-BARGAINING UNIT EMPLOYEES WHO ARE REQUIRED TO REMAIN "ON CALL" AND AVAILABLE TO RESPOND OUTSIDE OF NORMAL BUSINESS HOURS TO PERFORM URGENT OR TIME SENSITIVE WORK

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, Section 8.03 is added to the Personnel Policy Manual establishing parameters for standby/on call assignments and Standby compensation for hourly non-bargaining unit employees who are required to remain "on call" and available to respond outside of normal business hours to perform urgent or time sensitive work.

THAT, Section 8.03 may be applied to designated bargaining unit employees if collectively bargained with an exclusively recognized employee organization.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary