



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Standby and Callback Status	AUTHORIZED BY:
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ISSUED: August 1, 1984	REVISED: January 1, 1990

Guidelines

Standby status is the period of time that an employee must be able to be reached after the employee's normal work schedule. Prior approval for an employee to be placed in standby status must be received from the respective division director. An employee will receive credit of two hours straight time for every twenty-four hours that the employee is in standby status.

Employees who are called back to work after their regularly scheduled working hours will receive a minimum of two hours straight time credit.

Each division director will have the discretion of compensating employees in the form of compensatory time or pay.