

NORTHERN NEVADA ADULT MENTAL HEALTH  
POLICY AND PROCEDURE

SUBJECT: STANDBY

NUMBER: NN-HR-43

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ORIGINAL DATE: 11/20/08

REVIEW/REVISE DATE: 5/19/11

APPROVAL: Rosalyne Reynolds {s}, Agency Director

I. PURPOSE:

The purpose of this policy is to ensure regulatory compliance and equity in the compensation of standby status.

II. POLICY:

Northern Nevada Adult Mental Health Services (NNAMHS) compensates employees assigned to standby status in accordance with NAC 284.218.

III. PROCEDURE:

I. Standby Status Defined (NAC 284.218):

A. A nonexempt classified employee is on standby status when he/she is:

- o Directed to remain available for notification to work during specified non-work hours (e.g. 5:00 PM – 8:00 AM Monday through Friday, or 8:00 AM – 8:00 AM Saturday and Sundays);

- Prepared to work if the need arises;
- Able to report to work within a reasonable time;
- Directed by the supervisor to carry a paging device, provide a telephone number where he can be notified or provide any other acceptable means for notification; and
- Allowed to use the time for personal pursuits if not called.

Standby pay is not available to exempt employees.

## II. Standby Coverage Assignment:

- A. The manager of the unit shall make standby coverage assignments as needed to ensure services remain available 24 hours a day. The assignment of standby status is to be evenly rotated among all qualified and available staff.
- B. Written documentation of the assignment to standby status and the respective emergency phone numbers is to be provided to appropriate agencies, units and staff assigned to this rotation. A copy of standby assignments is to be provided to the agency payroll clerk to ensure compliance with the regulations governing standby status.
- C. Employees who are absent a full day of paid leave (i.e. annual, sick leave, comp time, etc.) will not be assigned standby status until they return from leave status.
- D. When an employee on standby status begins performance of his/her regular duties after receiving notice to work, he/she ceases to be on standby status

in addition, is to be paid straight time or overtime pay, whichever is applicable, for the actual hours worked. Services to be provided include responding to telephone calls, face-to-face meetings with a consumer or a representative of

another agency (e.g., law enforcement, hospital, community group, etc.), returning to perform work at the agency, etc.

Upon completion of the service, the employee leaves straight time/overtime status and returns to standby status for the remainder of the assigned time.

- III. Compensation for Standby Status - A classified employee is entitled to receive additional pay, or equivalent compensatory time off, at the rate of 5% of his regular hourly rate for every hour in standby status. Cash payment is the preferred method of compensation, but compensatory time off must be granted in lieu of cash if the employee has requested such and the agency approved the request.
- IV. Reporting Procedures:
  - A. Compensation for standby status is obtained by recording the status on the timesheet. The election of cash and/or compensatory time payment must be consistent throughout the entire two-week reporting period identified on the timesheet.
  - B. The employee is to add a line in the timesheet and insert the appropriate code in the column. Coding of standby for a cash payment is PSTND; standby for a compensatory time payment is ASTND. Record the time of day standby hours were assigned in the remarks portion. On the corresponding date insert, the number of hours (i.e., ASTND 16.00) spent on standby status waiting to provide services.
  - C. If services were provided, the specific time worked must also be recorded. If overtime, enter the number of hours worked using real time, hours and minutes in the Overtime Earned column (POT, ACT). If hours worked are considered regular time, enter them on the timesheet's "post-it note" for the day. Subtract the time worked from the standby hours for recording purposes on the timesheet (Example: 2 hours worked = ASTND 14.00 and ACT 2.00).
  - D. The combined daily total of standby hours and overtime hours worked

cannot exceed 16 hours a day (on the employee's scheduled work days), but may include the lunch hour. On the employee's scheduled days off, standby, and hours worked may total 24.

- E. If the primary staff member assigned to standby must begin providing services, an alternate employee may be contacted to assume standby status temporarily. The primary and alternate staff member must record on the timesheet only the periods of time each was responsible for standby services. The employee called as an alternate is to identify on the timesheet the name of the employee for who back-up coverage was provided. This will ensure that paid standby status hours do not exceed the total authorized hours each day.
  
- F. Standby status may carry over from one pay period to another, making it necessary to use more than one timesheet to record activity during periods on standby status. Please ensure that the appropriate date is reflected on additional timesheets used to record standby activity.