



POLICY – HR 03

STANDBY HOURS

APPROVAL DATE:	2006-11-04	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2007-08-03, 2018-08-13, 2020-11-09	REVIEW DATE:	2022

POLICY STATEMENT

To establish the standby hours for Village of Marwayne field staff as it pertains to the safe and efficient operation of the water and wastewater system outside of normal working hours.

BACKGROUND

As a condition of employment, full-time permanent Employees of the Village of Marwayne in the Public Works department are required to be on standby on designated weekends and/or holidays, as the case may be.

OBJECTIVE

To establish the standby premium for Village of Marwayne Employees who are required to be available outside of normal working hours to repair, maintain or operate the Village's water and/or wastewater system.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Public Works Employees and is subject to the terms set forth below:

- The Village of Marwayne requires that an Employee be designated as being on standby outside of regular business hours.
- The Public Works Foreman must establish a standby schedule by the 1st of each month and advise the Public Works department Employees accordingly.
- For each weekend and/or holiday that an Employee is on standby, the Employee shall receive a premium of \$50.00 per day.
- If the Employee is called out to attend to Village of Marwayne business, the Employee shall be paid for the actual hours worked in accordance with the Alberta Employment Standards Code.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant