

# Polk County Standby Status Policy

## Purpose

It is the purpose of this policy to provide for uniform and consistent application of the provision of the AFSCME collective bargaining agreement regarding standby pay throughout the County's various departments.

## Policy

- I. Standby status is intended for employees who hold positions which may regularly be called to duty outside their normal work schedule.
- II. No employee shall be eligible to receive standby pay as set forth in Article XVIII, section 16 of the 1989-92 AFSCME-Polk County Collective Bargaining Agreement, unless the department has received authorization from the Personnel Department.
- III. Standby status may only be authorized if a written request is submitted by the department to the Personnel Department. The request must include the following:
  1. Detailed statement of need
  2. Length of expected assignment
  3. Alternatives to standby explored and reason(s) for rejecting each
  4. Position(s) involved
  5. Estimate of standby hours per pay period for each position
  6. Estimate of the frequency the position will be called to duty from the standby status
  7. Estimate the cost of standby for each position
- IV. This policy shall become effective November 3, 1990.

Contact:: Human Resources  
515-286-3200

Adopted: 10/23/90