


SOLANO COUNTY CALIFORNIA PROBATION DEPARTMENT	POLICY NUMBER: 507	EFFECTIVE DATE: November 16, 2015
	SUPERSEDES: November 6, 2006	
APPROVED BY:  CHIEF PROBATION OFFICER	TITLE: Standby Hours	

1. **Policy**

The purpose of this policy is to provide an orderly process for the accurate payment, recording and documenting of standby hours for weekends, holidays and after hours.

Employees eligible to receive standby pay per this policy are Supervising Group Counselors (SGC) assigned to the Juvenile Detention Facility (JDF), the Supervising Deputy Probation Officers (SDPOs) assigned to Field Services and the Senior Deputy Probation Officers (Sr. DPOs) assigned to the Juvenile Division Intake Unit. The Sr. DPO's and the SDPO's assigned to field services receive overtime if they are required to physically report to the JDF and/or the Probation Department. The JDF SGC's are not subject to overtime.

The Chief Probation Officer and/or their designee will have final approval for designating the necessity and requirement for standby hours for Department operations. Standby hours are subject to adjustment based on the operational needs of the Department.

2. **Definitions**

Standby: When the employee is actually off duty but who has been directed to stand ready to immediately report for duty.

Stand Ready: When the employee can be reached on ten (10) minutes' notice or less and is able to report to work, if needed, within two (2) hours or less.

3. **Procedures**

A. **Standby Hours Duty Scheduling**

(1) Supervising Group Counselors

- a. A schedule outlining the days and times for standby coverage will be developed on a quarterly basis (July- September, October-December, January-March, April-June). The scheduling supervisor will review the supervisors current work schedule, assigned trainings, and approved time off for the quarter and work with the supervisors develop the standby schedule. Every JDF Supervisor is required to work standby hours. The Asst. Superintendent will review the standby schedules monthly to ensure that hours are distributed equally. Standby hours for the JDF SGC's will be posted by the JDF Superintendent and/or Assistant Superintendent. In addition, the Superintendent and/or Assistant Superintendent

will make arrangements to cover standby hours in the event of unplanned time off. This may include reassigning standby hours to another SGC.

(2) Supervising Deputy Probation Officer and Senior Deputy Probation Officers

- a. A schedule outlining the days and times for standby coverage for the Sr. DPO's will be developed on an annual basis (January- December). Standby hours for the Sr DPO's assigned to the Juvenile Division Intake Unit will be posted by the Juvenile Intake Unit SDPO.
- b. Standby hours for the SDPOs will be posted by the Juvenile Division Manager on a quarterly basis. The Juvenile Division Manager will send out a notice requesting volunteers to provide standby coverage for the Juvenile Intake Unit. The notice will be sent out 2 weeks before the end of each quarter. Absent any volunteers, standby coverage will be rotated among the Juvenile Division SDPO's. The Juvenile Intake Unit SDPO or Juvenile Division Manager will make arrangements to cover standby hours in the event of unplanned time off.
- c. Normal standby hours for the SDPO's and Sr. DPO's will be 7 am to 3 pm on holidays and weekends. However, these hours may be adjusted as needed based on the operational needs of the Department. Time spent on Standby does not count towards hours worked for the purposes of calculating overtime. The Sr. DPO's and SDPO's are not entitled to receive standby pay and overtime pay for the same time period. As such, standby pay concludes when the staff physically reports to the JDF or the Probation Department under an overtime status and begins again when the staff leaves JDF or the Probation Department before 3 pm.

4. Employee Responsibilities, Restrictions and Response Time

- A. All employees assigned to standby and/or overtime are responsible for properly and accurately documenting the standby and overtime hours and complying with duty restrictions and response time, as follows:
 - (1) Must be under a regular full time status and not under a temporary modified duty assignment which restricts the number of hours permitted to work.
 - (2) Must be able available to be contacted via telephone (cell and/or home) within ten (10) minutes or less.
 - (3) Must comply and adhere to the Solano County C-3: Alcohol and Drug Free Workplace Policy, which states that employees shall not be under the influence, be impaired by or have in their biological system, or be in possession of alcohol or drugs while on standby.
 - (4) Must document Field Services standby call log or JDF standby and/or overtime hours worked on the identified log below:
 - a. **JDF:** Timesheet Logs (Appendix B: JDF Supervisor On Call Log) are submitted to the Superintendent or Asst. Superintendent for verification of the standby hours worked.
[\\SOLANO\Root\Probation\COMMON\Templates\Payroll Forms](#)
 - b. **Field Services:** Stand by Call Logs (Appendix A: Field Standby Call Log) must be updated and saved on the NAS within 3 days of each weekend standby was performed.
[S:\COMMON\Department Standby-Callback Hours Log](#)

5. Review of Standby and Overtime Hours

- A. Supervisors and Managers, to include the JDF Superintendent and Assistant Superintendent, will review submitted County Intellitime timesheets and standby logs to confirm the documented specific hours claimed by staff. The standby schedules will be reviewed no less than quarterly, for adjustment if needed, for Department operations. Staff will be notified of any adjustments made to the schedule. The Department will give sufficient time for staff to adjust to any schedule changes.