 <p><b>HOURS OF WORK AND OVERTIME</b></p>	<p><b>Human Resources Manual</b></p>
<p><b>STANDBY</b></p>	<p><b>Section 1204</b></p>

## **STANDBY**

### **PURPOSE**

1. In order to deliver programs effectively, the government may need work to be done outside of regular working hours. Standby provisions are compensation for being available to be called in to work.

### **APPLICATION**


2. Standby applies to Excluded Employees and NEU bargaining unit employees.

### **DEFINITIONS**

3. **Standby** is time outside of the employee's regular working hours. An employee, on instruction from an authorized manager, must be available for recall to work.

### **PROVISIONS**

4. An employee is designated by letter or by list for standby duty.
5. An employee must be available for immediate return to work during standby.
6. An employee on standby is entitled to compensation at the applicable standby rates.
7. During a period of standby of eight (8) consecutive hours or portion thereof, an employee on standby who is required to report for work for the first time shall be paid, in addition to the standby pay, either the appropriate overtime rate for all hours worked, or a minimum of four (4) hours pay at the straight time rate, whichever is greater. If the employee is required to report for work for a second or subsequent time during that standby period, the employee shall receive the appropriate overtime rate for all hours worked on the second or subsequent reporting to work.
8. Standby will not be paid to any employee who is unable to report for work when required.

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<p><b>STANDBY</b></p>	<p><b>Section 1204</b></p>

9. The employing department must try to distribute standby equitably among readily available, qualified employees who are normally required in their regular duties to perform that work.
10. Except in case of an emergency, standby schedules shall be posted 14 days in advance of the starting date of the new shift schedule.
11. When an employee on standby is required to report to work, he/she shall be reimbursed transportation costs as follows:
  - Actual costs of commercial transportation each way not to exceed eight dollars without the production of a receipt;
  - Where he/she uses his/her personal motor vehicle, the appropriate distance date specified in the Collective Agreement under Duty Travel.
12. Subject to operational requirements and where there is cause, employees may refuse to be on standby during off duty hours.
13. Employees who must be available after their regular working hours must be designated for standby in writing by the department.
14. The employee must be available and near a telephone or have a pager while on standby.

**AUTHORITIES AND REFERENCES**

15. NEU Collective Agreement  
Article 28, Standby

**CONTACTS**

16. For further information or clarification, please contact:

**Director Employee Relations  
Department of Human Resources  
Iqaluit, Nunavut**

**or**

 <p><b>HOURS OF WORK AND OVERTIME</b></p>	<p><b>Human Resources Manual</b></p>
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**Director Compensation and Benefits  
Department of Finance  
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