

Kansas Department of Transportation

Division of Operations

Stand-by Compensation Policy for Snow and Ice and Other Adverse Weather Events

Effective December 29, 2000

Revised December 2013

Stand-by Compensation for snow and ice removal operations is allowed by State of Kansas Administrative Regulation (KAR) 1-5-26. This policy implementation should be similar to past operations. Stand-by compensation is used to retain necessary personnel to be available to respond to snow and ice events and other adverse weather events and to compensate non-exempt employees who are required to be available to respond to such events. KDOT relies on employees to be available for snow and ice removal operations and other adverse weather events on weekends and holidays when an event is anticipated. KDOT will pay designated non-exempt KOSE covered employees \$2.00 per hour for stand-by time. KDOT will pay designated non-exempt employees, that aren't KOSE covered, \$1.00 per hour for stand-by time.

The Subarea Supervisor will designate stand-by time based upon the likelihood of a snow or ice event or other adverse weather event occurring during the weekend or holiday. This designation will be approved through the Area Superintendent and/or Area/Metro Engineer. The Subarea Supervisor will notify the Area Superintendent, Area/Metro Engineer, District Maintenance Engineer and District Engineer by e-mail when stand-by time is designated for the weekend or holiday. District Engineers will be responsible for monitoring and ensuring that stand-by compensation is managed in a reasonable and consistent manner.

- The entire weekend or holiday, rather than a portion of the weekend, will normally be designated as stand-by time. The designation of stand-by time will normally be accomplished during work hours on Friday, the last day of the workweek or the day prior to a holiday. This designation will typically be based on the forecast of a likely snow or ice event or other adverse weather event occurring anytime during the weekend or holiday in any County within the Subarea's snow and ice boundaries.
- This means that non-exempt KOSE covered employees on the night shift, if not called out for work, will receive \$72.00 for the weekend. This is reimbursement for three stand-by time periods of 12 hours, normally for the time period of 6:00 PM until 6:00 AM, for the Friday, Saturday and Sunday nights. The day shift non-exempt employees will receive \$48.00 for the two stand-by time periods of daytime Saturday and Sunday. Each three-day or four-day holiday weekend will extend this amount by \$24.00 for each shift for each additional day.
- This means that non-exempt employees, that aren't KOSE covered, on the night shift, if not called out for work, will receive \$36.00 for the weekend. This is reimbursement for three stand-by time periods of 12 hours, normally for the time period of 6:00 PM until 6:00 AM, for the Friday, Saturday and Sunday nights. The day shift non-exempt employees will receive \$24.00 for the two stand-by time periods of daytime Saturday and Sunday. Each three-day or four-day holiday weekend will extend this amount by \$12.00 for each shift for each additional day.

- The stand-by time period is off set from the actual shift by two hours, since we normally contact employees in the two-hour period prior to the start of the shift. Also, we will not contact the employee in the last two hours of the assigned shift. If called during a shift, employees will be expected to arrive at work within the time frame designated by District policy. Once at work stand-by compensation pay ceases, the employee receives regular pay for the actual time worked.
- When a weekend or holiday is designated for stand-by time, all scheduled employees within the normal Subarea snow removal operations who are non-exempt will receive this compensation. This may include equipment operators, shop personnel, office and supply personnel and engineering technicians. Stand-by time will normally be designated for the entire Subarea work units and other employees as deemed necessary, as defined by the District Subarea Snow Plan. Certain Area or District employees may be designated if they are part of a Subarea work unit or if the storm or the adverse weather event is of such magnitude that there is an expected need of their services.
- Failure to appear for the designated shift will result in the forfeiture of stand-by compensation pay as defined in KAR 1-5-26(e). In addition, failure to appear, without an approved reason, will result in a verbal warning after the first offense. The second such failure will result in a written reprimand. Any further such failures to report during designated stand-by time will result in a recommendation for disciplinary action. Employees may still be called out for other emergencies, such as stop sign replacement, during designated stand-by time. Stand-by time designation eliminates call-in/call-back pay. During these periods, employees will only be paid full hourly wages for the actual time worked, not a minimum of two hours. This is consistent with KAR 1-5-25.
- Employees who have a conflict during the stand-by time period will need to request to be excused for that weekend or holiday, in the same manner as requesting leave time, trading shifts with another employee will also be allowed. Both of these actions are subject to the approval by the crew Supervisor.

Approved By:

Catherine M Patrick

Catherine Patrick, P.E.
Director of Operations

12-2-13

Date