

Frequently Asked Questions

Division of Operations

Stand-by Compensation for Snow and Ice And other Adverse Weather Events

Effective December 29, 2000

Revised February 2017

1. Why do we have a stand-by compensation policy?

The stand-by compensation policy was developed to compensate non-exempt employees who are required to be available for emergency snow and ice operations during a weekend or holiday and to have necessary personnel available to respond to such events.

2. If I am put on stand-by how much will I be paid?

Supervisory and confidential employees that are paid hourly will be paid \$1.00 an hour stand-by. Employees that are covered by KOSE will receive \$2.00 an hour stand-by. Exempt employees do not qualify for stand-by pay.

3. Can Stand-by be reported in less than 1 hour increments?

Yes, both Crew Card and TimeRS can record Stand-by time in ¼ hour increments.

4. Does stand-by time count towards 40 hours for overtime calculation or against the 999 hours allowed for temporary employees?

No. Stand-by time is not time worked and does not count as such.

5. Can stand-by be used for other types of events?

Yes. Stand-by can be used to alert employees of developing adverse weather events likely to require our employees to respond to the events. For example, this may include dispatching crews to an area known for frequent flooding, dust storms or field burning which may impede travel on Kansas highways.

6. Can stand-by time designation coincide with the assigned shift?

No. Stand-by designation has to precede the shift by a period of time to allow the contacting of employees. The Kansas Department of Transportation, Division of Operations has selected two hours for this purpose. The two hours prior to any shift during the weekend or holiday will be coded as stand-by time regardless of whether an employee was called or reached prior to the two-hour period.

7. Does stand-by time stop once an event begins?

Stand-by time stops when the employee starts work. However, the two hours prior to the next shift will again be designated as stand-by, even if the event continues. This is necessary since that two-

hour period allows KDOT an official notification period. This is used when necessary personnel are told to show up for the next shift unless notified otherwise during the weekend or holiday. Without the stand-by designation, an employee that couldn't be contacted, but appeared for work would get two hours of callback pay even if the event were over.

8. Does stand-by time restart when the event is over?

Yes. If you began the weekend under stand-by, then when a snow and ice or other adverse weather event is declared complete, stand-by time will restart and continue until the conclusion of the weekend or holiday. This is necessary since snow blowback can occur, another storm can arrive, or further adverse weather events may develop. Events of this type would require the availability of personnel even if the original event were over.

9. Can a Sub-area work unit be working while other employees are on stand-by time?

Yes. Entire Sub-area work units could be in split shifts and/or working their adjusted shift while other Area or District personnel are on stand-by, as it is anticipated the additional personnel may be needed later in the event.

10. Do we pay stand-by to an employee who fails to show up for work?

No. An employee who fails to show up for their designated shift when notified forfeits their stand-by pay for that designated shift of the weekend or holiday. This may also result in discipline up to and including dismissal. Examples of where discipline would not be needed are extenuating circumstances such as illness or accident.

11. Do we pay stand-by to an employee with an approved reason for not working a day or weekend?

No. An employee with an approved absence will not receive stand-by pay.

12. I am on an approved planned vacation day but will be around the house; I told my Supervisor to call if he needs me; can I get stand-by?

No. We don't put Maintenance or Construction workers on Stand-by for SNICE during a normal work week; only on weekends or holidays. Added 12/2016

13. Can an employee be excused for one day of a weekend or holiday?

Yes. If approved by their supervisor prior to the start of the holiday or weekend, an employee who needs to be absent for one of the days of a weekend or holiday may be excused. Approval to be excused will be determined by the supervisor depending upon the likelihood of a snow and ice or other adverse weather event and staffing needs. The employee can then be eligible for the other day(s) and receive stand-by pay. It is intended that offices will be flexible for the needs of employees and allow those that have a need to be gone one day to be excused and agree to be available the other day(s).

14. Can an employee ask to be removed from stand-by during the weekend or holiday, if it appears the event is over?

Yes. If the event for which stand-by was designated is complete, and there isn't a likelihood or necessity to be available for another snow and ice or other adverse weather event, then an employee may ask their supervisor if they may be excused for the remainder of the weekend or holiday. The supervisor will make a decision based upon the likelihood of another snow and ice or other adverse weather event and staffing needs. The excused employee will not be paid stand-by for the remainder of the weekend or holiday.

15. Why isn't the 6:00 AM until 8:00 AM time frame on Monday morning considered stand-by for the day shift employees?

The day shift employees are scheduled to report to work at 8:00 AM on Monday morning regardless of whether the stand-by designation has been in affect or not. Therefore, there is no notification needed at that time and stand-by would not be required for that purpose.

16. I am a construction employee that has been put on stand-by for storm water; can I be on stand-by for SNICE at the same time?

Storm water stand-by is used during daylight hours between 8 am to 4 pm. An employee can be placed on 8 hours of storm water stand-by and 4 hours of SNICE, if needed, for a total of 12 hours of Stand-by. The employee cannot be placed on day storm water stand-by and night stand-by for SNICE. The employee can be called to respond for either stand-by task regardless of which event triggers the work. Stand-by will end when their work shift begins. Added 12/2016

17. I am an Equipment Mechanic and have been placed on stand-by; what do I code my time to?

You should code to the R-Project with appropriate area designation and SB. (R-xx00-17 521 SB)
Added 12/2016

18. I am an equipment mechanic; can I be put on 24 hour stand-by since I am the only mechanic in my area?

No, if the employee works the day shift we shouldn't expect them to be on stand-by for the night shift, or vice versa. There should be a reasonable expectation for when the greatest need for the mechanic to be at work is; either the day or night shift. The Area Office should coordinate with the maintenance crews on scheduling the repairs. Added 12/2016

The following additional questions are divided into two sections:

A) When a crew has worked their normal shift on Friday or the regular work day prior to a holiday, and

B) When a crew has been split into a day crew and night crew on Friday or the regular work day prior to a holiday before the end of the normal work day.

A) Crews have worked their normal shift on Friday or the regular workday prior to a holiday:

- 1. Is the 6:00 PM until midnight time frame on the last evening of the workweek considered stand-by for the night shift employees?**

If employees work their normal workday schedule prior to the weekend or holiday and it is likely a snow and ice or other adverse weather event will occur during the weekend or holiday, then night shift employees will receive stand-by pay beginning at 6:00 p.m. Friday evening (or the evening before the holiday).

- 2. When does a designated weekend or holiday begin?**

If a crew has worked their normal shift on Friday, or the last workday before a holiday, then the weekend or holiday for stand-by designation begins at 6:00 PM until they are called to report to work.

B) Crews have been split into a day and night shift on Friday or the regular work day prior to a holiday before the end of the normal work day:

- 1. Do I go on stand-by if a snow or ice event begins during the last day of a regular scheduled workweek? Do I go on stand-by after the crew has been split into a day crew and a night crew?**

If a snow and ice or other adverse weather event has started or is forecasted to begin soon enough to warrant a decision to split the crew into two shifts, then no one of the split crews is put on stand-by for the remainder of the regularly scheduled workweek. Therefore, no stand-by pay will be received for the 6:00 – 8:00 PM shift Friday evening. The reason for this is when the crew has been split into two shifts, then each of the crews have an *adjusted* scheduled time to report to work. If the event extends into the weekend or a designated holiday, then stand-by pay will be given for the two hours prior to the next designated shift.

2. If a snow and ice or other adverse weather event is in progress before the weekend, can stand-by start during the weekend after the event is over?

Yes. If a snow and ice or other adverse weather event is declared complete during the weekend, but there is a forecast or likelihood of another snow and ice event (blowback) or further adverse weather events reoccurring during the remainder of the weekend or holiday, then the supervisor may deem it necessary to designate stand-by for the remainder of the weekend or holiday. (A supervisor will notify a crew at the end of their shift or prior to their next scheduled shift that stand-by will begin in anticipation of another event later in the weekend or holiday.)

3. When does a designated weekend or holiday begin (split shift)?

If a crew has been split into two shifts on Friday or the last workday before a holiday, then the weekend or holiday for stand-by designation begins two hours prior to the next scheduled shift after 12:01 am. (See the next question for more clarification)

4. If stand-by is declared, the shifts are split, and the night crew is not called in on a Friday; when does stand-by time for the night crew start?

If the crew was sent home at noon and is not brought back in, and the crew is put on NR to complete their 8 hour work day; Stand-by would be used after Midnight. Stand-by time and NR are not normally paid in the same day. (If NR is used the prior evening SB would start at 12:01 am).

5. If Stand-by is declared, the shifts are split, and the night crew is called in at 8:00 PM, does the night crew get Stand-by for the 6-8 PM time frame?

If the crew is sent home at noon, and is brought back in; the crew is not put on Stand-by.

6. When a shift is split how many hours should it be before the crew comes back in to work?

KDOT will send employees home at least six hours before their next shift so they can rest for a reasonable period of time before returning to work. An exception to the six hour minimum is unexpected/unanticipated emergencies. Added 12/2016

Stand-by Time Example (A) – Event Begins During Weekend

The following is an example of a weekend declared for stand-by with an event that started at 2:00 AM on Saturday and ended at 2:00 PM on Sunday. This is based on a standard day shift beginning at 8:00 AM. The night shift would begin at 8:00 PM. For this example, the employee has worked the normal 40 hours in both weeks. Locations, which have other shift starting times, will have to adjust the examples accordingly.

Day Shift:		Friday	Saturday	Sunday	Monday
R-1510-01 521 SB			2.00	6.00	
R-1510-01 521 10	Reg		12.00	6.00	
Night Shift:		Friday	Saturday	Sunday	Monday
R-1510-01 521 SB		6.00	4.00	6.00	6.00
R-1510-01 521 10	Reg		10.00	8.00	

You will note that whenever the end of the shift is worked, the total time will add up to 14 hours. This is because the two hours before the normal shift start is always designated as stand-by time.

The example above also shows how to code time when the event is ended prior to the end of the shift. Pay hours will add up to 12 hours since the last two hours of the shift are not stand-by time.

Equipment Mechanics will code to the same R-Project that the Superintendent uses for Stand-by.

See Recap of Hours for Example (A) on next page.

Example (A) – Event Begins During Weekend cont.

Recap for the Day Shift:

Saturday:

6:00 AM until 8:00 AM – Stand-by (2 hours)
8:00 AM until 8:00 PM – 521, task 10, (12 hours) Saturday Complete

Sunday:

6:00 AM until 8:00 AM – Stand-by (2 hours)
8:00 AM until 2:00 PM – 521, task 10, (6 hours)
2:00 PM until 6:00 PM – Stand-by (4 hours) Sunday Complete

Recap for the Night Shift:

Friday:

6:00 PM until Midnight – Stand-by (6 hours) Friday Complete

Saturday:

Midnight until 2:00 AM – Stand-by (2 hours)
2:00 AM until 8:00 AM – 521, task 10, (6 hours)
6:00 PM until 8:00 PM – Stand-by (2 hours)
8:00 PM until Midnight – 521, task 10, (4 hours) Saturday Shift Complete

Sunday:

Midnight until 8:00 AM – 521, task 10, (8 hours)
6:00 PM until Midnight – Stand-by (6 hours) Sunday Complete

Monday:

Midnight until 6:00 AM – Stand-by (6 hours)

***The employee will have to meet all the conditions required during the week for overtime to apply.**

Stand-by Time Example (B) – Event Begins Last Work Day of Week

The following is an example of an event that started at 2:00 PM on Friday and ended at 2:00 PM on Sunday. This is based on a standard day shift beginning at 8:00 AM. A decision to split the crew into a day and night shift was made at 12:00 noon Friday. The night shift was sent home at 12:00 noon and begins their shift at 8:00 PM. Locations which have other shift starting times will have to adjust the examples accordingly.

Day Shift:		Friday	Saturday	Sunday	Monday
R-1510-01 521 SB			2.00	6.00	
R-1510-01 521	Reg	6.00			
R-1510-01 521 10	Reg	6.00	12.00	6.00	
Night Shift:		Friday	Saturday	Sunday	Monday
R-1510-01 521 SB			2.00	6.00	6.00
R-1510-01 521	Reg	4.00			
R-1510-01 521 10	Reg	4.00	12.00	8.00	

You will note that whenever the end of the shift is worked, the total time will add up to 14 hours after the weekend or holiday has begun. This is because the two hours before the shift start is always designated as stand-by time after the start of the weekend or holiday.

The example above also shows how to code time when the event is ended prior to the end of the shift. Pay hours will add up to 12 hours since the last two hours of the shift are not stand-by time.

Equipment Mechanics will code to the same R-Project that the Superintendent uses for Stand-by.

See Recap of Hours for Example (B) on next page.

Example (B) – Event Begins Last Work Day of Week cont.

Recap for the Day Shift:

Friday:

8:00 AM until 2:00 PM – Regular time, no task (6 hours)

2:00 PM until 8:00 PM – 521, task 10, snow premium (6 hours)

Saturday:

6:00 AM until 8:00 AM – Stand-by (2 hours)

8:00 AM until 8:00 PM – 521, task 10, (12 hours) Saturday Complete

Sunday:

6:00 AM until 8:00 AM – Stand-by (2 hours)

8:00 AM until 2:00 PM – 521, task 10, (6 hours)

2:00 PM until 6:00 PM – Stand-by (4 hours) Sunday Complete

Recap for the Night Shift:

Friday:

8:00 AM until 12 noon- Regular time, no task (4 hours)

6:00 PM until 8:00 PM – no stand-by pay,

8:00 PM until Midnight – 521, task 10, (4 hours) Friday Complete

Saturday:

Midnight until 8:00 AM – 521, task 10, (8 hours) Shift Complete

6:00 PM until 8:00 PM – Stand-by (2 hours)

8:00 PM until Midnight – 521, task 10, (4 hours) Saturday Complete

Sunday:

Midnight until 8:00 AM – 521, task 10, (8 hours)

6:00 PM until Midnight – Stand-by (6 hours) Sunday Complete

Monday:

Midnight until 6:00 AM – Stand-by (6 hours)

***The employee will have to meet all the conditions required during the week for overtime to apply.**