


DIVISION OF PARKS AND RECREATION

September 24, 1990

STAFF DIRECTIVE 90-10

TO: All Employees
FROM: Director 
SUBJECT: Internal Procedures For Stand-By and On-Call

The purpose of this directive is to define "Stand-By" and "On-Call" and to state the policy of this Division concerning both.

On-Call is time that a "subject" employee is required to remain on the employer's premises or so close that the time cannot be used for the employee's own purposes.

Stand-By status is when a "subject" employee is required to leave word as to where he/she can be reached or is required to carry a pager. The employee on stand-by will be expected to respond when paged.

Parks and Recreation employees are not to be put "on-call" unless approved by the Director in advance. In parks where there is a family campground, an employee must be on "stand-by" at all times when the family campground is occupied. In those parks where there are no family campgrounds, no one is required to be on "stand-by."

The Division's policy, in keeping with the Department's policy and with State Personnel's policy, is not to provide compensation for employees in "stand-by" status unless the employee is actually requested to return to his or her duty station. In such a case, Directive 90-8 (Overtime and Compensatory Time) will apply.

In parks where there is no family campground but there is a primitive camp or a group camp, the group leader will be provided with the combination or a key to the gate lock so that they can let themselves out in case of an emergency.