

## Table of Contents

|                             |   |
|-----------------------------|---|
| Stand By Pay.....           | 1 |
| General Information.....    | 1 |
| Reporting Stand-by Pay..... | 1 |

## Stand By Pay

### General Information

Employees in non-exempt positions (positions that **are** eligible for overtime compensation) are eligible for stand-by pay. Stand-by pay is two dollars and twenty-five cents (\$2.25) per hour for each hour the employee is required to serve on stand-by time. Stand-by time means a period of time outside an employee's regularly scheduled work hours, during which the employee is requested, at University direction, to remain available to the University within a specified response time of not less than one (1) hour or more than two (2) hours. Stand-by assignments shall be limited to work situations where a probability for emergency recall of an employee exists.

Employees on stand-by who are called in to work shall be compensated for the actual hours worked at the appropriate rate of pay. They shall not be paid stand-by compensation in addition to the appropriate compensation for the hours actually worked. Only the hours actually worked by the employee shall be credited in determining eligibility for overtime compensation.

### Reporting Stand-by Pay

| Stand-by Pay                                 |   |
|--|---|
| Earnings Code:                               | <b>ST1</b>                              |
| Multiplier:                                  | Paid \$2.25 for every hour on stand-by. |
| Description:                                 | Used to report stand-by time.           |
| Used By:                                     | University Support Staff Non-Exempt     |
| <a href="#">Count Towards FLSA?</a>          | No                                      |
| <a href="#">Count Towards Leave Accrual?</a> | No                                      |

### Reporting Example -- Stand-By Pay

Steve Standby regularly works from 8:00 a.m. to 4:30 p.m. Monday through Friday. He is on stand-by every other Saturday from 8:00 a.m. to 4:30 p.m. During the pay period 2/9/97 - 2/22/97, he was called in on his stand-by Saturday as follows:

2/15/97 -- Called in; worked from 10:00 a.m. - 12:00 p.m.

He is eligible for overtime compensation for the 2 hours worked on 2/15/97 because he worked more than 40 hours that week.

[Click here for more information on reporting time worked and leave taken.](#)

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**Pittsburg State University**