



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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**SUBJECT: STANDBY PAY**

**Policy No.: A226**  
**Supersedes: November 12, 2009**  
**Reviewed: September 4, 2013**  
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### **PURPOSE**

To provide guidelines for employees who are required to be on standby during off-duty periods.

### **POLICY**

A \$1.00-per-hour bonus, not to exceed \$50.00 per month, may be paid to any employee assigned regularly scheduled periods of standby service during off-duty times, which causes inconvenience and restricts normal activity during such off-duty periods. Assignment to such standby service requires the prior annual authorization of the, Los Angeles County Chief Administrative Officer, Chief Executive Office (CEO), and payment of the bonus for standby service requires the finding of the CEO that said service meets the standards set forth in the County code.

Employees called back to work while on standby are eligible to receive call-back pay. At no time, may employees receive both standby and call-back pay.

Employees not eligible for standby pay include, in part, administrative and managerial positions, performance-based pay plan (MAP) participants, training positions, such as students, interns and resident physicians.

### **Special Provisions**

Based on the County Code and applicable MOU=s, special standby bonus rates may be paid to any employee in a full-time permanent position in specifically identified classes. Division supervisors shall refer to applicable MOU=s per the representing Bargaining Unit for the classification in order to obtain the bonus rates and maximum totals allowed per month.

### **Obtaining Approval**

When a Department determines there is a need to place employees on standby, the Department must obtain prior approval of the facility Chief Executive Officer.

The request must include the employee name(s), employee number(s), and supporting justification. Once approved, the request must be submitted to the Payroll Office.

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If approved, and for each occasion an employee is placed on standby, an approved Standby/Call Back Schedule form (Attachment I) must be completed and forwarded to the Payroll Office along with the employee's time card.

Time card Coding

To identify standby hours on the time card, please refer to the DHS Time and Attendance Handbook.

**REFERENCES:** Los Angeles County Code - Section 6.10.120  
Memoranda of Understanding  
R.L.A.N.R.C., Timekeeping Operational Manual - Chapter 3  
R.L.A.N.R.C., Policy No. A225

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