1. STANDBY DUTY

1.1 An employee is entitled to a standby allowance when he is requested by written instruction by the Municipal Manager of his Superior to be available for the performance of duty outside his normal working hours.

1.2 The standby allowance shall be payable on the following conditions only:

1.2.1 When the employee is required to be available for duty for a period of at least eight hours during a 24 hour period (based on a 40-hour working week) after normal working hours.

1.2.2 Standby shall not exceed a calendar week provided that an employee shall not be on standby for more than two weeks per month, save where operational requirements dictate otherwise.

1.3 Every Municipality shall determine a delegation policy for the purposes of Clause 1.1. Where no such policy is in place, any written instruction by a Supervisor to perform standby duty shall qualify as an instruction for the purpose of clause 1.1. Such policy must be communicated to all employees.

1.4 Standby is calculated:

1.4.1 From the normal closing time of the employee’s place of work; or

1.4.2 On a day on which the employee is not normally required to work.

1.5 The standby allowance shall not affect or be affected by any remuneration for overtime worked by the employee during the period of standby duty.

1.6 The standby allowance shall be equal to 15 per cent of the normal hourly rate based on the pensionable salary formula:

1.6.1 Pensionable annual salary ÷ number of working days (calendar days – public holidays – weekends) ÷ 8 x 15% = hourly standby allowance; and
1.6.2 Shall be paid in a proportionate manner according to the actual number of hours on standby.

Note: The formula in clause 1.6.1 above could also be expressed as

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\left[\frac{15}{100} \times \left(\text{annual pensionable salary} \div 249 \div 8\right)\right] \times \text{actual number of hours on standby.}
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