The stand-by periods for snow removal mentioned in Article 10, Section 6 of the AFSCME Collective Bargaining Agreement shall be as indicated below. These periods will apply to stand-by duty for other reasons than snow removal as well. The periods may be changed in the future.

Night stand-by: 3:01 p.m. – 6 a.m.; Daytime stand-by: 6:01 a.m. – 3:00 p.m.

NOTE: Please list each stand-by period separately, and include a.m. and p.m. in designations. If payment should be charged to an account other than the state overtime account, indicate the account number and have the person responsible for the account initial in the authorization space.

**Please return the completed form to the Human Resources Office**

Employee’s Name (please print): ________________________________

Date and time stand-by started

Date and time stand-by ended

If required to report during stand-by, when (date and time)?

Signature: ________________________________ Date: ________________

Employee

Signature: ________________________________ Date: ________________

Director of Physical Plant (or designee)

If not paid from state overtime account, pay from account # ________________

Authorization: ________________________________

Human Resources Office use only:

Total amount of stand-by reimbursement due $________

Signature: ________________________________ Date: ________________

Director of Human Resources (or designee)