



# Process Improvement Steering Committee

## Standby Pay Project Subcommittee

September 3, 2025; 8:30 a.m.-9:30 a.m.  
Building 21, Room 110  
2408 Courthouse Drive

### Minutes

#### Attendance

##### Members Present

Mike Eason, Bruce Johnson, Donna Turner

##### Member(s) Absent

Stephen Romine

##### City Staff Present

Thepiolus Aspiras – City Staff Liaison, Curtis Weaver, Ginny Sosh,

#### Approval - July 23, 2025, Meeting Minutes

A motion was made to approve the minutes by Bruce Johnson, seconded by Donna Turner. The motion passed unanimously.

#### Discussion Items

##### 1. Department responses to inquiries

- City staff distributed handouts detailing responses from the IT, Public Utilities, and Public Works departments. The committee received insights on staffing models, call-in frequency, incident triage, the most impacted service areas, service level agreements (SLAs), policies, regulatory drivers, and standby coverage areas.
- The subcommittee identified a need for follow-up on:
  - Whether the department has a standby or on-call policy that specifies when to contact staff, identifies who receives standby pay, and provides related details.
  - Clarification on which positions are covered by the policy, including exempt vs. non-exempt designations, and which hours are defined as “standby.”
  - Departmental definitions distinguishing “standby” from “on call.”
  - What constitutes activation (e.g., receiving a page, answering a call, beginning travel, or arriving on site).

- When compensation for standby/activation begins (at contact, upon arrival, or another point).
- How decisions are made between pay and compensatory time, and whether the choice depends on the employee, supervisor, policy rules, or another mechanism.
- Estimation of the percentage of eligible staff opting for pay versus compensatory time.
- A list of essential services most likely to require activation of standby pay, along with whether staff share a common understanding of this category.

## 2. Action Items

- **City staff** will request clarifications from departments and report at the next meeting.
- **Committee** members to review materials.

## 3. Next meeting – Wednesday, September 17, 2025

## 4. Adjournment – meeting adjourned at 9:35 a.m.

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Thepiolus (Phil) Aspiras, PhD, Director  
Office of Performance & Accountability

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Ginny Sosh, Analyst  
Office of Performance & Accountability