

**CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS  
STANDARD OPERATING GUIDELINES**

<b>Title:</b> Bridgetender Off-Season Coverage and Call-In Process	<b>Guideline Number:</b> DPW SOG 9
<b>Initial Effective Date:</b> November 8, 2013	<b>Revision Date:</b>

- I. **Scope:** This guideline applies to scheduling of City of Green Bay-DPW Bridgetender employees for off-season bridge staffing, and call-in's for operating lift bridges to accommodate passage of commercial vessels.
- II. **Definition:** For purposes of this guideline, the following definition will apply: Off-season is the period of the year when lift span bridges across the Fox River in the City of Green Bay are not staffed 24-hours per day, 7-days per week. This off-season timeframe is generally from December 1 through March 31 each year.
- III. **Procedure:**
  1. The City maintains the right to determine whether or not employees will be on standby duty and available for work in accordance with the terms of this document. The exact off-season on-call coverage dates shall be determined by the Director of Public Works or designee based on weather conditions and the ability of commercial shipping traffic to navigate into and out of the Port of Green Bay during winter navigational conditions.
  2. On-call duty is typically assigned during the month of December, but will be modified (extended or shortened) as deemed necessary by the City, based on known weather and port activities. When on-call duty is scheduled, 3-employees will be required to be available for work each day of the on-call period, on a pre-determined rotation. Employees will determine and advise management of their on-call rotation by November 15 of each year.
  3. Employees on standby shall be paid for standby duty. The rate will be based on one-half of the highest Bridgetender hourly rate, up to a total of 40-hours for each week of standby duty. The amount of pay will be determined by calculating the weekly rate of pay earned by the highest paid Bridgetender wage, and dividing that by seven (7) days. The daily rate shall then be divided in half to determine daily standby pay.
  4. An employee receiving vacation pay during a week the employee is also on standby assignment will not receive standby pay.

5. In the event an employee is required to report to work while on standby, the employee will receive a minimum of 2-hours pay for hours worked during the call-in period. In the event an employee is called back to work a subsequent time during the minimum call-in period, the employee will receive pay for time actually worked for the total call-in time but not less than 2-hours of pay. If a call-in is cancelled at least one (1) hour before reporting time, no pay is due to the employee.
  
6. In the event a standby employee is sick and unable to report to work, the employee shall notify the Superintendent of their replacement, who will be available to report to work on the day or time when the standby employee is unable to report to work.

**Approval:**

Department Head: /s/ Steven Grenier	Date: November 8, 2013
Human Resources Director: /s/ Lynn M. Boland	Date: November 8, 2013

*This guideline is a supplement to the Public Works Department and/or City of Green Bay policies and procedures. The City reserves the right to change, revise and/or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.*