

City of Cupertino

Public Works Policy

STANDBY ASSIGNMENT

Purpose

To establish procedures for after-hour staffing and identify qualifications required for Public Works employees who have volunteered to be on the Standby list for Public Works or Traffic Signal Divisions. These volunteers will be available to respond to requests for service or minor emergency service outside of normal business hours.

Policy

It is the policy of the City of Cupertino to have trained employees available to respond to requests for service or minor emergencies outside of normal business hours. Qualifications to provide Public Works response include:

Employees eligible for Public Works/Traffic Signal stand-by assignments will be those in the classifications equivalent to Maintenance Worker II or higher, Traffic Signal Technician, or Traffic Signal Technician Apprentice. To remain active on either list employees must maintain an “average” or above overall rating on their annual performance evaluation.

- a. Employees must have completed training regarding safe work practices and proper operation of public works equipment prior to use of such equipment while on-call. Required training for Public Works after-hour response includes:

Bloodborne Pathogens, CPR & First Aid, Hazardous Materials Communications, Work Zone Safety, Fall and Ladder Safety, Confined Space, 8 Hour ERT, Lock Out Tag Out, Fuel Tank Procedures, Underground Fuel Tank, Regnart Road Bypass Procedures, Towable Arrow Boards, Class “C” Bucket Truck, Water Truck, Hazardous Materials Truck, Towable Light Tower, Chain Saw, Portable Generators and Street Light Knock Down Procedures.

Primary and Waiting lists will be established for both the Public Works Maintenance and Traffic Signal Divisions.

The Department shall maintain two types of Standby lists:

- a. Primary list – the Department will strive to maintain a minimum of 5 personnel on the primary list.
 1. Staff trained in use of emergency equipment and emergency response.
 2. Staff eligible to receive additional standby compensation, per their current MOU.
- b. Waiting List – Those eligible or in the process of being trained in eligibility for the Primary List.
 1. Staff trained or being trained in the use of emergency equipment and emergency response.

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Assignment of eligible employees to these lists shall be based upon:

- a. Management's establishment of minimum number of employees required to respond to after-hour services.
- b. Employee must respond to the Service Center or the Traffic Operations Center (as appropriate) within 30 minutes (or less) of being notified.
- c. Employees agree to remain on the primary or waiting list for the full calendar year.

Establishment of primary list:

- a. Vacancies on the primary list are filled from the waiting list starting at the top of the list and working down.
- b. If less than 5 personnel are available on the waiting list, City may request all or some of the current primary list volunteer(s) to remain on the primary list for an additional one year, or until such time that any vacancy they create can be appropriately filled.
- c. Employees from the waiting list have priority to advance to the primary list.
- d. If there are no volunteers, the City will make qualified assignment(s).
- e. At the beginning of each calendar year, eligible personnel will be notified of the opportunity to be placed on the list and the qualification requirements.
- f. Employees are to submit a written request to Service Center Superintendent or Traffic Signal Supervisor. City will provide training to qualify the employee for placement on list.
- g. Employees placed on the waiting list progress up the list until eligible to rotate onto the primary list.
- h. Employees rotating off the current primary list can be placed after employees currently on the waiting list, if requested.

Traffic Signal Division:

The Department shall strive to maintain three primary standby employees at any one time to compliment two permanent primary standby Traffic Signal Division Technicians.

Eligible personnel must:

- a. Be trained in use of traffic signal equipment, emergency procedures and response, per the current MOU.
- b. Must be eligible to receive additional standby compensation, per their current MOU.
- c. Must have completed IMSA Traffic Signal Level I certification and 40 hours of in-house training with City of Cupertino Traffic Signal Technicians.

The rotation of one employee from the Public Works standby list and one employee from the Traffic Signal primary standby list shall occur every Thursday at 6:00am.

In the event that a primary employee is not available for rotation due to unavoidable circumstances; it will then be the responsibility of the employee to timely notify the supervisor responsible for standby personnel. The supervisor will offer the fill-in opportunity only to other primary list employees.

A Supervisor will be notified any time more than three additional standby employees are needed.

Records will be kept regarding primary list personnel accepting and rejecting call-out requests.

An employee's failure to maintain required qualifications and/or being unavailable for a call out when on call for the week may be grounds for removal from the primary list.

Public Works

The City of Cupertino Public Works Department management is responsible for the coordination of all emergency responses.

The Service Center Superintendent shall create and annually maintain the following:

- a. Equipment certification matrix by employee, indicating proficiency in equipment operation and use.
 1. Equipment that may be utilized during off-shift hours will be noted.
 2. Management will review and discuss employee equipment certifications annually.
- b. Training certification matrix by employee.
 1. Training required for after-hour response will be noted.
 2. Management will review and discuss employee trainings annually.
- c. Continuously develop and maintain primary and waiting lists for Public Works and Traffic Signal staff. Coordinate quarterly meetings between Service Center Superintendent, Traffic Signal Supervisor and all primary list personnel to discuss procedures, update information and to address concerns.
- d. Securely assign and retrieve keys and access codes for City facilities consistent with City Key Policy.

Both the Public Works Department and Traffic Signal Division will provide County Communications with an up to date primary list schedule for each division.