

**RICHMOND
WATER & SEWER**

**POLICY PERTAINING TO THE PAY PLAN FOR HOURLY EMPLOYEES MONITORING
SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM**

The SCADA System is monitored outside of regular operational hours by the salaried Water and Wastewater Superintendent.

Regular operational hours are 7:00 a.m. – 3:00 p.m., Monday through Friday

The Water and Wastewater Superintendent may assign the task of monitoring SCADA to the Assistant Water and Wastewater Superintendent.

SCADA is logged into and checked four times from 3:00 p.m. – 7:00 a.m. It takes about 15 minutes to check SCADA, for a total of one hour worked. All other times the employee is considered on call as they need to be available for the regular SCADA monitoring and to come into the facility if needed.

When the Assistant Water and Wastewater Superintendent is monitoring SCADA, they will be paid at 25% of their hourly wage for every hour that they are assigned to monitor SCADA outside of regular operational hours. With the exception of the hour that they are logged in and checking SCADA, for this hour they will be paid at 1.5 times their hourly wage.

If the employee has to respond to the facility while assigned to SCADA they will be paid a minimum of three hours at 1.5 times their hourly rate. The 25% rate will not be applied to hours paid at 1.5 times their hourly rate.

If the employee is assigned to work at the facility over the weekend, any hours worked will be paid at 1.5 times the hourly rate for hours worked. The 25% rate will not be applied to hours paid at 1.5 times their hourly rate.

Adopted: _____

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