

Town of High Level

Policy 259-19

Title:	Emergency Volunteer Income Replacement Policy
Authority:	Council
Council Motion:	# 210-19
Date Approved:	June 10, 2019
Rescinds:	None
Amended:	None

1. Intent of Policy

- a. To establish a consistent approach to compensating volunteers for responding to extraordinary circumstances both inside of the Town of High Level service delivery area and outside of the Town of High Level service delivery area on deployment.

2. Scope of Policy

- a. This policy shall only apply to volunteers.
- b. Staff, whose ordinary job description does not include emergency response duties and who have requested and received approval for an unpaid leave of absence in order to assist as volunteers during the emergency, shall be considered to be volunteers.

3. Policy Statement

- a. All Town management and staff will follow the proper procedures to ensure appropriate compensation is paid to volunteers who respond to extraordinary circumstances.
- b. This Policy governs all Town volunteers. Supervisors who direct volunteers to respond to extraordinary circumstances must ensure that the volunteers are aware of the contents of this compensation policy prior to the volunteers beginning the related work assignment.

3.1 Compensation During Deployment

3.1.1. Hours Compensated

- a. When volunteers are deployed out of the Town of High Level service delivery area to provide operational support or emergency social services support on a billable basis and with approval from the CAO, they will be compensated for all hours worked, not all hours they are away, at the rate listed in Appendix A.
- b. Hours worked includes travel time to and from deployment.
- c. Compensation shall be administered through the Town's Payroll systems and any required withholdings shall be deducted

3.1.2. Travel Expenses

- a. Volunteers who are deployed will be eligible to claim subsistence expenses in accordance with the Travel & Subsistence Reimbursement policy (182-01).

3.2 Compensation for Events within the Service Delivery Area

- a. When volunteers experience a significant loss of their ordinary income, as determined by the CAO, by responding to an event within the Town of High Level service delivery area, volunteers will be compensated for all hours worked at the rate listed in Appendix A.
- b. When volunteers respond to an extraordinary circumstance within the Town of High Level service delivery area, volunteers will be compensated for all hours worked at the rate listed in Appendix A.
- c. Hours worked includes travel time to and from the event. Additional hours may be compensated as approved by the CAO.
- d. Compensation shall be administered through the Town's Payroll systems and any required withholdings shall be deducted.

4. Definitions

- a. Deployment: When the Chief Administrative Officer (CAO) of the Town of High Level (Town) or designate assigns volunteers to serve for a period of time greater than one shift requiring temporary accommodations in a location outside of the Town of High Level area to respond to an exceptional circumstance or emergency.
- b. Extraordinary Circumstances: Circumstances or a situation declared by the CAO to be extraordinary which may or may not be a State of Local Emergency.

5. Confidentiality

- a. The use and interpretation of all Town Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP). Any breaches of the FOIP Act will be subject to disciplinary action.

6. Records Management Requirements

- a. All documentation will be kept in accordance with appropriate record management practices and procedures and in compliance with the Municipal Government Act (MGA), Freedom of Information & Protection of Privacy Act (FOIP) and any other applicable legislation, regulation, or act.

7. Non-Compliance

- a. Consequences of non-compliance with this Policy may result in the potential for legal challenges and/or penalties to the Town of High Level, its elected officials and/or staff.
- b. The Chief Administrative Officer must approve any exceptions to the Policy.

8. Policy Authority and Review

- a. Only Council has the authority to amend or rescind this Policy.
- b. The Chief Administrative Officer has the authority to cause appropriate procedures supporting this policy to be written, implemented and amended from time to time. Such amendments shall be in keeping with the intent of this Policy.

Appendix A

Description	Hourly Rate
Volunteer Compensation Rate	\$ 25.00