

Town of High Level

Policy 260-19

Title:	Compensation During Extraordinary Circumstances Policy
Authority:	Council
Council Motion:	#211-19
Date Approved:	June 10, 2019
Rescinds:	None

1. Intent of Policy

- a. To establish a consistent approach to compensating staff for responding to extraordinary circumstances.

2. Scope of Policy

- a. This policy shall apply to all employees and the Chief Administrative Officer.

3. Policy Statement

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

3.1 Compensation During Deployment

3.1.1. Hours Compensated

- a. When staff or management are deployed, on a billable basis and with approval from the CAO, out of the Town of High Level service delivery area to provide operational support or emergency social services support, staff and management will be compensated for all hours worked, not all hours they are away.
- b. Hours worked includes travel time to and from deployment. Where conditions during deployment are extraordinarily arduous or unhealthful, additional hours may be compensated as approved by the CAO.

3.1.2. Overtime

- a. Any hours worked over regular scheduled hours (where there is a rotating schedule) or standard contract hours will be compensated at the lesser of the applicable overtime rate of time and a half or applicable billable rate, regardless of an Overtime Agreement being in place. Overtime hours will be paid out at the overtime rate in the appropriate pay period.

3.1.2. Travel Expenses

- a. Staff and management who are deployed will not be eligible for travel allowances while they are away. They will be eligible to claim mileage for travel in a personal vehicle and actual expenses by receipt.

3.2 Compensation During Extraordinary Circumstances

- a. Where the CAO declares a situation or circumstance to be extraordinary, or where a State of Local Emergency is declared, staff whose presence dealing with the event or in the EOC has been authorized by their supervisor will be eligible for overtime.
- b. Overtime will be paid for all hours worked over regular contract hours. Overtime hours will be paid out at the applicable overtime rate in the appropriate pay period.
- c. Management staff are expected to mitigate overtime by flexing their hours within the week, if possible.
- d. In order to manage risk and fatigue, management and staff should not work more than 12 hours per day or more than 7 consecutive days.
- e. Management staff who are not eligible for overtime may be paid for overtime worked during an extraordinary circumstance. This exception to ordinary practice is at the discretion of the CAO and must be approved by resolution of Council.

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.
- c. **Local Emergency:** An event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property, which may result in the activation of the Town of High Level EOC.
- d. **Management:** All staff holding positions designated as management positions as per the Human Resources Policy, whose salary includes expected overtime.
- e. **Overtime Agreement:** An agreement with salaried, non-management staff which allows the banking of additional hours worked, hour for hour, to be taken as time off at a later date.
- f. **Overtime Rate:** Time and a half (1.5 times) the employee's regular rate of pay.
- g. **Staff:** All Town employees including casual, contract, part-time, full-time, hourly, and salaried staff, excluding Volunteer Firefighters. This includes both staff who operate under an overtime agreement, and those who are paid for overtime hours at the overtime rate. For the purposes of

this policy this does not include management who are exempt from overtime provisions of the Employment Standards Code.

- h. State of Local Emergency: When local authorities have declared a state of local emergency for the Town of High Level to create a legal state of affairs of a temporary nature so that the local authority may take extraordinary actions to respond to the event.

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 amend any related Annexures of the Policy from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta.
- c. 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.

	RESOLUTION #	DATE
Adopted	211-19	June 10, 2019
Amended	270-19	August 12, 2019
Amended		