

	POLICY / PROCEDURE	No.	4.21
	Emergency On-Call Policy	Effective Date	May 5, 2020
		Revision Letter	A
		Council Approval	2020-11-08

1.0 Purpose

To set a policy regarding on-call compensation during an emergency situation when a PEP Task Number is issued by the province of BC.

2.0 Definitions

“Senior Emergency Staff” shall include the Chief Administrative Officers (CAO), Emergency Operations Centre (EOC) Director, EOC Deputy Director, and other senior emergency staff as approved by the CAO or EOC Director.

“Work” for the purposes of interpretation of this policy refers to relevant phone calls, relevant correspondence, fulfillment of employment related contractual obligations and any other efforts made to further the interests of the District of Fort St. James’ execution of emergency efforts as directed by superiors from time to time.

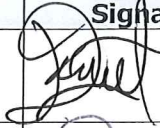
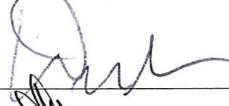
3.0 Policy

This policy will only come into effect upon the issuance of a PEP Task Number issued by the Province of British Columbia and work is being performed for that task.

Senior Emergency Staff or District Employee Staff who are not at work, but are on call during emergency situations that involve work that exceeds 15 minutes, either in increments or cumulative work per day, will be granted on-call hours as follows:

- During an emergency situation, the CAO or EOC Director will designate who is on call, when, and for what periods(s) of time;
- The designated on-call staff-person will be entitled to claim and be paid for on-call hours at the rate equal to 25% of the regular wage;
- In addition, on-call staff will be entitled to all actual time worked during on-call time;
- Emergency on-call hours will not count in the calculation of time-and-one-half or double time for overtime hours worked; and
- No on-call compensation will be paid for hours the employee is already being paid to be at work.
- The CAO or Council may ask for documentation to support claims under this policy.

4.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer	David Schroeter		July 15, 2020
Reviewer	Corporate Officer	Duncan Malkinson		July 21st 2020
Final Approver	Mayor and Council	Paul Stent		July 15 2020

5.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
2020-06-09	A	David Schroeter	Initial Release