

CITY OF CHESTERMERE

POLICY HANDBOOK

EFFECTIVE DATE: December 16, 2020		POLICY: 848
APPROVED BY: Council	APPROVED DATE:	TITLE OF POLICY: Compensation During an Emergency Event
REVISED DATE:		PAGE NO.: 1 of 3
POLICIES AMENDED / RESCINDED:		POLICY TYPE: Administrative Policy

PURPOSE

This policy recognizes the extraordinary circumstances of managing during an Emergency Event. In the event of a State of Local Emergency (SOLE), this policy provides for payment of overtime to Managers, Directors, and Directors of Emergency Management (DEM/DDEM's) for excess hours worked in the Emergency Command Centre (ECC) or excess hours required for additional business continuity support during an Emergency Event. It also provides for the payment of an ECC premium for those working in the ECC during a SOLE or in an Emergency Readiness Status period preceding or following a SOLE.

DEFINITIONS

- **“Emergency Event”** means an extraordinary emergency situation in which a SOLE has been declared by the Emergency Advisory Committee (comprised of Council) and the Chestermere Emergency Management Agency (CHEMA) is engaged.
- **“Emergency Readiness Status”** means a heightened emergency management period where CHEMA is engaged, due to a reasonably anticipated or ongoing Emergency, Disaster, or Health Event. This may precede and/or follow a SOLE and the immediate recovery period following.
- **“ECC Premium Pay”** means a temporary variable pay that is applied to straight time and overtime hours paid for hours worked in the ECC during a SOLE and hours worked under an Emergency Readiness Status period, where CHEMA has been engaged.

SCOPE

This policy applies to all Managers, Directors, and staff assigned to the ECC, including the DEM and DDEM's.

This policy will be in effect during a SOLE and/or an Emergency Readiness Status, where CHEMA has been engaged by the Emergency Advisory Committee.

POLICY

The City of Chestermere recognizes the extenuating circumstances surrounding the declaration of a SOLE and the additional burden and responsibility placed on both staff operating the ECC as well as Managers and Directors leading business continuity operations during a SOLE.

Overtime pay or banking of overtime will be provided to staff, Managers, and Directors working in the ECC where ECC work requires them to work beyond their regular work day and will be paid at 1.5 times the hourly rate plus the premium pay.

Overtime will be paid to Managers and Directors outside of the ECC where a SOLE requires them to work beyond their regular work day at a rate of 1.5 times their regular hourly rate.

Hours worked in the ECC will be tracked for the purposes of calculating the cost of operating the SOLE and for potential disaster recovery funding.

All roles in the ECC will receive a Premium Pay for hours worked in recognition of the extraordinary burden placed on them. This Premium Pay will apply to straight time and overtime hours worked.

ECC Premium Pay is a temporary variable pay that does not affect pension and benefit contributions or coverage.

ECC Pay Premiums will be based on the rate set for the respective ECC roles required.

RESPONSIBILITIES

The Chief Administrative Office (CAO) shall:

- review and approve the DEM's timesheets. In the event that the CAO is the DEM, the Mayor will review and approve the DEM's timesheets for time worked in the ECC during a SOLE and during an Emergency Readiness Status period.

The DEM (or DDEM, if delegated) shall:

- review and approve the schedules for the ECC operations and review and approve the timesheets for all staff working within the ECC; and
- track their time and overtime worked for necessary ECC or business continuity operations and submit these hours for approval via timesheets or through the payroll system.

Directors and Managers shall:

- track their overtime worked for necessary ECC or business continuity operations and submit these hours for approval via timesheets or through the payroll system; and
- ensure that the primary duties of staff assigned to the ECC are delegated to other staff or appropriately deferred during the full-time operation of the ECC. In the case of a part-time ECC, the staff member working in the ECC will have their workloads reduced accordingly to prioritize their ECC duties.

Staff working in the ECC shall:

- track their time and overtime dedicated to the ECC and submit these hours for approval via timesheets or through the payroll system.

The Payroll Administrator shall:

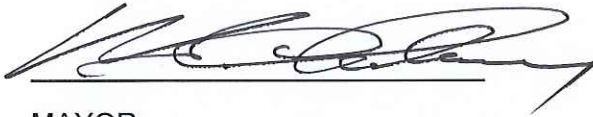
- support staff with tracking time, managing time entries, calculating and processing the payment of any applicable premiums.

REFERENCES

Chestermere Municipal Emergency Plan

Adopted by Council: December 15, 2020

Resolution Number:



MAYOR



CAO