



qathet REGIONAL DISTRICT

SECTION 5.5	INDIVIDUAL SERVICE
POLICY	5.5.2
SUBJECT	EMERGENCY OPERATIONS OVERTIME ALLOWANCE FOR EXEMPT STAFF
ADOPTED	MAY 23, 2013

POLICY STATEMENT:

In an effort to mitigate or minimize lost regular corporate productivity and hard dollars or unrecoverable wage compensation during the aftermath of an emergency / disaster, it shall be the policy of the qathet Regional District to allow exempt staff to be eligible for and paid overtime incurred during emergency operations which have been assigned a provincial task number.

PURPOSE:

To allow qathet Regional District exempt staff to submit overtime claims for time incurred during emergency operations.

SCOPE:

This policy will apply to all exempt staff of the qathet Regional District.

POLICY/GUIDELINES:

Prior to any overtime claims and payments for exempt staff being eligible, a bona fide emergency must be declared within the qathet Regional District and an Emergency Management BC task number assigned to the emergency.

RESPONSIBILITY/AUTHORITY TO ACT:

Staff authorized to act under this policy are the Chair, Chief Administrative Officer and Emergency Program Coordinator.

PROCEDURES:

1. An emergency event occurs, or is forecasted, that is beyond the capacity of site level emergency response.
2. A Task Number is issued by Emergency Management BC.

3. The Emergency Program Coordinator or Chief Administrative Officer would then assign staff to perform their emergency site support duties as required.
4. The Emergency Program Coordinator would confirm and sign off on the overtime hours worked by exempt staff.
5. qathet Regional District staff would be paid out immediately on the next available payroll disbursement.
6. Expense claims would be coordinated and submitted by the qathet Regional District to Emergency Management BC which would include the hours of overtime worked by exempt staff for reimbursement.