



Policy & Procedure Manual

CALL-IN DURING EMERGENCY SITUATIONS – HR-III-29

POLICY:

Drills:

Attendance and participation in Emergency Drill procedures outside of regular working hours shall be voluntary on the part of employees. Accordingly, no remuneration shall be paid to employees that voluntarily agree to and do participate in Emergency Drill procedures.

Emergency Situations:

Emergency situations shall be those described in the Agency Emergency Preparedness Plan and/or any other unforeseen situation as determined the Executive Director. Employees are expected to report for duty if called in to work during an emergency situation. Employees reporting for work when called in will be paid at the appropriate rate specified by agency policy and/or the applicable collective agreement. Non-union personnel shall be paid in accordance with Policy HR-III-1.

PURPOSE:

To clarify agency expectations for reporting for duty in emergency situations and drill procedures and remuneration paid under such circumstances.

PROCEDURE:

1. A supervisor/designate shall advise the staff member of the circumstances of the call-in. Where an employee is entitled, she shall receive remuneration as dictated by the situation.

NOTE: Bargaining Unit employees should refer to their respective collective agreement.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Client Services Administration, Client Services, Community Resource Team

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE: