Compensation During Extraordinary Circumstances

Human Resources
Policy L14

Policy:	L14 – Compensation During Extraordinary Circumstances
Policy Department(s):	Human Resources
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Policy Purpose

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

Policy Statement

All County Management, Staff and Council will follow the proper procedures to ensure appropriate compensation is paid to Council, Management and Staff who respond to extraordinary circumstances.

This policy governs all County Management, Staff and Council. Staff may request authorization from their Supervisor, or supervisors may direct Management or Staff to respond to Extraordinary Circumstances. Supervisors must ensure Staff are aware of the contents of this compensation policy prior to the Staff beginning the related work assignment.

Definitions

“CAO” also known as “County Manager” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Deployed” means Management or Staff assigned by the County Manager or designate to serve for a period of time greater than one shift requiring temporary accommodations in a location outside of the Grande Prairie region to respond to an Extraordinary Circumstance or Emergency.

“Emergency” means 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 or the environment. An Emergency may require the activation of the GPREP ECC or the deployment of staff out of the Grande Prairie region to respond to the event, either operationally or in a Provincial Operations Centre (POC).

"Emergency Social Services" (ESS) means services including but not limited to Registration and Inquiry, Emergency Food Services, Emergency Lodging, Emergency Clothing and Emergency Personal Service as a result of an event that results in serious harm to the safety, health, or welfare of people.

"Emergency Coordination Centre" (ECC) means the location that functions as a point of coordination, addressing the need of the municipality or the Grande Prairie Regional Emergency Partnership (GPREP) region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites.

"Expected Overtime" means hours worked beyond standard contract and office hours by Management as an expectation of the Management position. This includes, but is not limited to, attendance at meetings, additional workload during busy seasons, dealing with departmental or County issues.

"Extraordinary Circumstances" means circumstances, or a situation declared by the CAO to be extraordinary. Extraordinary circumstances typically involve factors not normally associated with routine operations. These unforeseeable events usually require significant staff resources outside of typical work hours and expectations.

"Grande Prairie Regional Emergency Partnership" (GPREP) means the Grande Prairie Regional Emergency Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties.

"Local Authority" means, where a municipality has a Council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000.

"Local Emergency" means 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 GPREP ECC.

"Management" means all staff holding positions designated as management positions as per the County's organizational chart, whose salary includes Expected Overtime.

"Overtime Rate" means time and a half (1.5 times) the employee's regular rate of pay in accordance with County policy; or may be two (2) times the employee's regular rate of pay in accordance with the International Association of Fire Fighters (IAFF) Collective Agreement.

"Staff" means all County employees including casual, contract, part-time, full-time, hourly, and salaried staff, including paid-response (volunteer) firefighters. For the purposes of this policy, management is excluded from this definition as management is exempt from overtime provisions of the Employment Standards Code.

"General Conditions of Employment" means the terms of conditions or employment for a County employee as defined in various documents such as Administrative Directives, Policies, Employment Contracts and the Employment Policy Handbook.

"Stand by" means when an employee is directed by a supervisor or person in charge of coordinating resources to be available and able to respond, such as a firefighter who is available for Emergency response during a rest period.

"State of Local Emergency" means a formal declaration made by Local Authorities to address significant emergencies or disasters within the County of Grande Prairie 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.

Policy Guidelines

Compensation During Deployment

1. When Management or Staff are Deployed out of the Grande Prairie region to provide operational support or Emergency Social Services support, Management and Staff will be compensated for all hours worked, not all hours they are away. Stand by hours may not be paid as hours worked but may be compensated in accordance with the County's On-Call Compensation Rates as outlined in the County's Employment Policy Handbook. 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.

2. While Deployed, paid response (volunteer) firefighters will be compensated at the part-time firefighter rate of pay, based on the current rate, or the most recent rate if a current rate has not yet been established by the collective bargaining process. When a current rate has not yet been established, no retroactive pay will be paid to volunteer firefighters when a part-time firefighter rate is established later.

3. Any hours worked over regular scheduled hours (where there is a rotating schedule) or standard contract hours will be compensated in accordance with the existing Employment Policy Handbook related to overtime hours worked. Overtime hours will be paid out at the overtime rate in the appropriate pay period.

4. Management and Staff who are Deployed will be eligible to claim mileage for travel in a personal vehicle and actual expenses by receipt while they are away, in accordance with the County's Travel Expense Reimbursement Policy.

Compensation for Management and Staff During Extraordinary Circumstances

5. Where the CAO declares a situation or circumstance to be extraordinary, or where a State of Local Emergency is declared, Management and Staff whose presence dealing with the event or in the ECC has been authorized by their supervisor, will be eligible for overtime.

6. Overtime will be paid for all hours worked over standard daily and weekly contract hours. Overtime hours will be paid out at the Overtime Rate in the appropriate pay period.

7. Management and Staff are expected to mitigate overtime by flexing their hours within the week. This includes adjusting the work schedule to the required hours of work if those hours of work are outside of the regular work schedule. Management and Staff are not expected to work regularly scheduled hours in addition to the irregular hours worked in response to the extraordinary circumstance. In order to manage risk and fatigue, Management and Staff should not work more than 12 hours per day or more than six (6) consecutive days and should have a minimum of eight (8) hours off between shifts.

8. Where Management or Staff are designated by their supervisor to be "on-call" as a result of an Extraordinary Circumstance, they will be compensated as per the County's Employment Policy Handbook.

9. While responding to an Extraordinary Circumstance, paid response (volunteer) firefighters will be compensated at the part-time firefighter rate of pay, based on the current rate, or the most recent rate if a current rate has not yet been established by the collective bargaining process. When a current rate has not yet been established, no retroactive pay will be paid to volunteer firefighters when a part-time firefighter rate is established later.

10. Where Management or Staff are assigned to work at a work location that is different from their regular work location, they are entitled to claim mileage for travel to and from the assigned work location for any distance that is greater than their standard daily commute or for all kilometers, if they are called to return to the location in the same day.

Compensation for Council during Extraordinary Circumstances

11. When an Extraordinary Circumstance affects a particular Councilor's division, and those effects result in significantly increased meetings and work for the Councilor and/or the Reeve, the Councilor and/or Reeve may be compensated for excessive hours required to support the response to the Extraordinary Circumstances to a maximum of 0.5 per diems per day above what is permitted in existing policy.

Billing for Emergency Response Related Expenses

12. Where possible, the County will bill the designated authority for incurred expenses including Management and Staff wages as per the County's Schedule of Fees, Rates and Charges Bylaw, or at a cost-recovery rate.

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Attachments

N/A

References

Legal Authorities	Employment Standards Code Emergency Management Act
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy F10 – Council and Board Member Honoraria & Expense Reimbursement Policy L4 – Travel Expense Reimbursement
Other	Employment Policy Handbook International Association of Fire Fighters (IAFF) Collective Agreement Procedure L14 – Compensation During Extraordinary Circumstances

Revision History

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November 9, 2026	Reviewed and Amended CM20261109.040
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