

This policy establishes guidelines for the payment of overtime to Town Employees employed at the REMO during Emergency Coordination Centre activation.

1.0 Policy Statement

The purpose of this policy is to ensure fair and appropriate compensation for employees who work beyond their regular working hours and/or responsibilities to respond to emergency situations.

2.0 Scope

This policy applies to all Town Employees requested to work at the REMO during Emergency Coordination Centre activation, including full-time, part-time, and temporary employees.

3.0 Overtime Eligibility

Any individual employed by the Town of Yarmouth who is requested to work at the Emergency Coordination Centre during full, partial or virtual activation.

3.1 Overtime compensation shall be provided for all hours worked at the ECC that require a Town of Yarmouth Employee to work beyond their regular working hours.

4.0 Overtime Calculation

Overtime hours shall be calculated based on the actual hours worked beyond the regular working hours during Emergency Coordination Centre activation.

4.1 Overtime compensation shall be calculated at a rate of 150% of the employee's regular hourly wage for each hour worked beyond the regular working hours.

5.0 Overtime Approval

The determination and approval of overtime hours worked shall be the responsibility of the CAO.

5.1 Employees must be scheduled on the duty roster for overtime eligibility. If additional hours are worked beyond those scheduled on the duty roster, explanation is to be provided to, and approved by, the CAO.

6.0 Recordkeeping

Accurate records of all overtime hours worked by Town Employees shall be maintained by the REMO.

6.1 Town Employees are responsible for accurately recording their overtime hours on the designated timekeeping system or any other approved method.

7.0 Overtime Compensation

Overtime compensation shall be paid to eligible Town Employees on the regular payday following the completion of the pay period in which the overtime was worked.

7.1 Overtime compensation shall be included in the employee's regular paycheck and subject to all applicable deductions and taxes.

8.0 Documentation & Reporting

The REMO shall maintain appropriate documentation, including timesheets, work logs, or any other relevant records, to support overtime payments.

8.1 Overtime payments made to Town Employees shall be clearly identified in payroll records and financial reports.

9.0 Review & Amendments

This policy shall be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations. Any necessary amendments or updates shall be made with the approval of the appropriate authority.

10.0 Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination, in accordance with applicable municipal policies and procedures.

Clerk's Annotation for Official Policy Book	
Date of Adoption: August 10, 2023	
I certify that this 'REMO Activation Compensation Policy' was adopted by Council as indicated above.	
Town Clerk:	Date: