



EMERGENCY RESPONSE DUTIES POLICY

Policy Number	P1988-06
Classification	ADM
Effective Date	1988-10-24
Approval Authority	CAO
Supersedes	NA
Mandated Review	2026

1. PURPOSE

To ensure that the City is capable of responding to emergency situations occurring outside normal working hours, by assigning personnel to look after such situations.

2. DEFINITIONS

- (1) **CAO** means the Chief Administrative Officer of the City's administration appointed for the City of Bathurst.
- (2) **CITY** means the City of Bathurst

3. POLICY STATEMENT

The CAO will ensure that a system is in place to enable the public works staff to promptly respond to emergency weather conditions or other situations requiring the response of public works staff. This system will be fair and equitable to the employees so deployed. Additional remuneration will be provided within the current policy limitations.

1. Emergency Response Duties shall:

- a) only include emergency matters that must be dealt with immediately and cannot wait for action until the next normal work shift.
- b) include all City operations.
- c) The following positions shall participate in Emergency Response Duties:
 - i. General Foreman;
 - ii. other positions approved by the CAO.
- d) Emergency Response Duties shall be equally shared by the employees identified in Section c) above.
- e) Employees carrying out Emergency Response Duties shall be on call outside of normal working hours during the period of their assignment and be compensated a weekly flat

rate, regardless of the number of call outs. The **flat rate** shall be reviewed annually and approved by the CAO.

The **time in lieu flat rate** for employees carrying out Emergency Response Duties shall be reviewed annually and approved by the CAO.

- f) The employee on Emergency Response shall have a vehicle assigned to him/her that is appropriate to carry out his/her duties.
- g) The employee on Emergency Response shall be permitted to take the vehicle home.
- h) Where an employee has Emergency Response Duties during a statutory holiday, he or she shall be given a day off in lieu at some future time, to be mutually agreed to by the employee and the supervisor.

2. Winter Emergency Response Duties shall be shared by two employees.

4. REVISION HISTORY

Date (yyyy/mm/dd)
2015-03-16
2023-05-09