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| <b>Approval Date:</b> | May 10, 2021               | <b>Policy Number:</b> | P-80-92-A |
| <b>Motion:</b>        | MOTION-21-05-202           |                       |           |
| <b>Supersedes:</b>    | NEW                        |                       |           |
| <b>Title:</b>         | Council Floater Day Policy |                       |           |

## Purpose

To explain the standards, guidelines, and procedures for the Council approved Floater Day.

## Definitions

“Average Daily Wage” in relation to a Council Floater Day, is calculated at a rate of five (5) percent of the Employee’s wages earned in the four (4) weeks period ending on the last day of the pay period immediately before the Council Floater Day.

“Employee” is a person employed by the Town of Peace River.

“Full-time Employee” is an Employee who normally works the full specified normal hours of work for the position.

“Part-time Employee” is an Employee who works scheduled hours, whose hours of work are less than the normal hours of work for the position.

“Seasonal Employee” is an Employee who is hired to perform work for a predetermined period or a predetermined task not exceeding twelve (12) months.

“Supervisor” means an Employee who supervises other Employees, and includes Directors, Managers, and Coordinators.

“Temporary Employee” is an Employee hired on a temporary basis, either full-time or part-time for a specific job, or to cover a leave, where the duration of the position has a specified end date.

“Town” means the corporation of the Town of Peace River.

## Policy

This Policy:

- Applies to all Permanent, Temporary and Seasonal, Full Time and Part Time Town of Peace River Employees.
- Outlines who is eligible for the Council Floater Day.

- Outlines how employees will be paid for the Council Floater Day; and,
- Outlines the Council Floater Day is recognized by the Town of Peace River.

## 1. Responsibilities

### 1.1. Council:

- 1.1.1. Review, amend and adopt changes to this Policy.

### 1.2. Chief Administrative Officer:

- 1.2.1. Administer and implement this Policy;
- 1.2.2. Identify necessary revisions to the Council Floater Day Policy in consultation with Council, Supervisors and Human Resources;
- 1.2.3. In conjunction with Supervisors and Human Resources, be responsible for monitoring Employee compliance with this Policy; and,
- 1.2.4. Ensure that Employees are advised of this Policy.

### 1.3. Human Resources

- 1.3.1. Provide awareness and education of this Policy for all Employees;
- 1.3.2. In conjunction with the Chief Administrative Officer and Supervisors, be responsible for monitoring Employee compliance with this Policy; and,
- 1.3.3. Promptly lead or assist in the investigation and resolution of potential violations of this Policy.

### 1.4. Supervisors

- 1.4.1. Provide awareness and education of this Policy for all Employees;
- 1.4.2. In conjunction with the Chief Administrative Officer and Human Resources, be responsible for monitoring Employee compliance with this Policy; and,
- 1.4.3. Promptly lead or assist in the investigation and resolution of potential violations of this Policy.

### 1.5. Employees

- 1.5.1. Be familiar with, and act in accordance with, this Policy.

## 2. Proclaimed Council Floater Day

### 2.1. Town of Peace River Council proclaims the following day as a Council Floater Day:

- 2.1.1. On December 24 when Christmas Day falls on Tuesday, Thursday, Friday or Saturday.
- 2.1.2. On December 27 when Christmas Day falls on Monday or Wednesday.
- 2.1.3. On December 28 when Christmas Day falls on Sunday.

### 2.2. The Council Floater Day will be observed to give five consecutive days off including the weekend.

## 3. Eligibility

- 3.1. Employees are eligible for the Council Floater Day immediately upon employment with the Town of Peace River.

- 3.2. Permanent Full Time, Temporary Full Time and Seasonal Full Time Employees will be paid an amount that is at least their regular daily remuneration for the Council Floater Day.
- 3.3. Permanent Part Time, Temporary Part Time and Seasonal Part Time Employees will be paid an amount that is at least their regular daily remuneration for the Council floater Day, if the holiday falls on a regular workday for that Employee. They will be paid their Average Daily wage if the holiday falls on a day that is not a regular workday for the Employee.
- 3.4. To qualify for the Council Floater Day, Employees must:
  - 3.4.1. Work their scheduled shift before and after the Council Floater Day, unless they are absent with Employer consent (ie: approved vacation, sick, EDO, TOIL);
  - 3.4.2. Work on the Council Floater Day if required and scheduled to do so; and,
  - 3.4.3. Not have refused to work on the Council Floater Day if requested or scheduled to do so.
- 3.5. Employees may not work on the Council Floater Day unless scheduled, requested to do so by their Supervisor, or in emergency situations.

4. Performing Work on the Council Floater Day

- 4.1. A Permanent Full time or Temporary Full Time Employee who is required to attend and perform work on the Council Floater Day will be:
  - 4.1.1. Paid their regular wage rate for each hour worked on that day, and
  - 4.1.2. Be provided with one paid day off within the next 60 calendar days.
- 4.2. A Permanent Part Time or Temporary Part Time Employee who is required to attend and perform work on the Council Floater Day will be:
  - 4.2.1. Paid their regular wage rate for each hour worked on that day, and
  - 4.2.2. Provided with one paid day off within the next 60 calendar days, if the day is a regular workday for them, or
  - 4.2.3. Paid their Average Daily Wage if the day is not a regular workday for them.

5. Not scheduled to Work on the Council Floater Day that is a Regular Workday

- 5.1. If:
  - 5.1.1. The Council Floater Day falls on a day that would normally have been a workday for an eligible Employee; and,
  - 5.1.2. That Employee is not scheduled to work; and,
  - 5.1.3. The Employee does not perform work on the Council Floater Day

the Town of Peace River will pay the Employee their regular remuneration for that day.

6. Not Scheduled to work on the Council Floater Day that is Not a Regular Workday

- 6.1. Permanent Full Time or Temporary Full Time Employees
  - 6.1.1. If:
    - 6.1.1.1. The Council Floater Day falls on a day that is not a regular workday for the eligible Employee; and,

6.1.1.2. The Employee is not scheduled to work

the Employee will receive their next regular workday off, with pay, in lieu of the Council Floater Day.

6.1.2. If the Employee is not able to take their next regular workday off due to workplace requirements, another day will be provided, within 60 days.

6.2. Permanent Part Time or Temporary Part Time Employees

6.2.1. If:

6.2.1.1. A Council Floater Day calls on a day that is not a regular workday for the eligible Employee; and,

6.2.1.2. The Employee is not scheduled to work

the Employee will receive their Average Daily Wage.

7. Effects of the Council Floater Day on Overtime Calculation

7.1. Hours worked on the Council Floater Day are not considered overtime hours and do not count when calculating overtime hours worked for the week in which the holiday falls.

8. Special Circumstances

8.1. In the event that an Employee is away on an unpaid leave of absence, away while receiving Workers' Compensation benefits, or on long term disability at the time of the holiday, the Employee shall not be eligible for Council Floater Day Pay.

8.2. In the event that the Council Floater Day occurs during an Employee's annual vacation and the Employee would have been entitled to the Council Floater Day had they not been on vacation, the Employee will be paid Council Floater Day Pay for the Council Floater Day.

8.3. When a shift occurs partially on the Council Floater Day:

8.3.1. If the shift begins on the day before the Council Floater Day and ends on the Council Floater Day, all hours on that shift will be credited to the day preceding the holiday and would be paid accordingly.

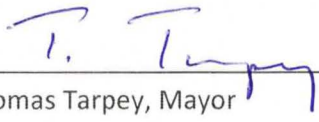
8.3.2. If the shift begins on the Council Floater Day, all hours worked during the shift will be credited to the Council Floater Day and would be paid accordingly.

9. Council Floater Day Pay on Termination

9.1. If the Employee has not taken the Council Floater Day earned in Section 8 or Section 10, the Employee will not be paid the Council Floater Day on their final paycheck.

**Appendix**

Appendix 'A' is attached and forms part of this policy.

  
Thomas Tarpey, Mayor

  
Christopher K. Parker, CAO

Appendix 'A'  
Council Floater Day Payment Chart

| Employment Type     | Regular Workday  |                                    | Not Regular Workday  |                      |
|---------------------|--|------------------------------------|--|----------------------|
|                     | Worked   | Not Worked                         | Worked   | Not Worked           |
| Permanent Full Time | Regular Pay for all hours worked.<br><br>And<br><br>One day off in lieu. | Regular remuneration for that day. | Regular Pay for all hours worked.<br><br>And<br><br>One day off in lieu. | One day off in lieu. |
| Temporary Full Time | Regular Pay for all hours worked.<br><br>And<br><br>One day off in lieu. | Regular remuneration for that day. | Regular Pay for all hours worked.<br><br>And<br><br>One day off in lieu. | One day off in lieu. |
| Seasonal Full Time  | Regular Pay for all hours worked.<br><br>And<br><br>One day off in lieu. | Regular remuneration for that day. | Regular Pay for all hours worked.<br><br>And<br><br>One day off in lieu. | One day off in lieu. |
| Permanent Part Time | Regular Pay for all hours worked.<br><br>And<br><br>One day off in lieu. | Regular remuneration for that day. | Regular Pay for all hours worked.<br><br>And<br><br>Average Daily Wage   | Average Daily Wage   |
| Temporary Part Time | Regular Pay for all hours worked.<br><br>And<br><br>One day off in lieu. | Regular remuneration for that day. | Regular Pay for all hours worked.<br><br>And<br><br>Average Daily Wage   | Average Daily Wage   |
| Seasonal Part Time  | Regular Pay for all hours worked.<br><br>And<br><br>One day off in lieu. | Regular remuneration for that day. | Regular Pay for all hours worked.<br><br>And<br><br>Average Daily Wage   | Average Daily Wage   |
| Casual              | N/A  | N/A                                | N/A  | N/A                  |