

 <p>NORTHWEST INDIAN COLLEGE <i>Xwilemi Elh>Tal>Nexw Squi</i></p>	Title: Emergency Pay Policy	Policy #105 POL-105
Prepared By:	Darcilynn Bob, HR Director	Date Prepared: 12/02/2020
Approved By:	College President's Signature 	Date Approved: 12/9/2020
Effective Date: 3/13/20	Board of Trustees President's Signature 	Date Approved: 12/9/2020

105105.1 POLICY STATEMENT

Northwest Indian College is instituting a Policy to provide emergency pay for approved essential staff as required per the terms and conditions or regulations of funding source(s). These employees must work on campus to provide essential direct services to maintain NWIC operations while the majority of College employees work remotely from home. This Policy can be in effect during the Lummi Nation Shelter in Place Order or during a state of an emergency.

105.2 PURPOSE

The purpose of this Policy is to recognize the importance of the health and safety of essential NWIC employees who must continue performing their duties on campus during a catastrophic event.

105.3 BACKGROUND

The employee's immediate supervisor, appropriate Vice President/President and Human Resources will pre-approve all requests for emergency pay. Employees receiving emergency pay will perform their typical work as they normally do in alignment with their assigned job duties and responsibilities.

Emergency pay will be granted during the period that the College determines a state of emergency. Emergency pay will not be granted to any eligible employee for time when they are not physically on campus.

105.4 SCOPE

Emergency pay is calculated at 1.5 of the employee's hourly rate for hours worked on campus.

Example

A full-time approved essential employee works 40 hours per week and receives \$15.14 per hour.

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During the period of this Policy, the supervisor assigns the employee to work on campus 20 hours per week. For this 20-hour period, the employee will receive 1.5 of the employee's hourly rate ($\$15.14 \text{ per hour} \times 1.5 = \$22.71 \text{ per hour} \times 20 \text{ hours} = \454.20)

The employee is also paid 20 hours per week for working remotely. For this 20-hour period, the employee will receive their normal rate of pay ($\$15.14 \times 20 \text{ hours} = \302.80).

The total pay for one week will include \$454.20 emergency pay and \$302.80 for regular pay for a total of \$757.00.

105.5 RESPONSIBILITY

The NWIC Executive Team will determine the applicable time when this Policy will be in effect based on a catastrophic event and may take guidance from the Shelter in Place orders issued by Lummi Nation.

This Policy will begin effective (and is retroactive to) March 13, 2020.

105.6 DEFINITIONS

Emergency Pay – Approved hours worked on campus during the time of a catastrophic event and the rate of pay will be 1.5 times their normal hourly rate of pay.

105.7 PROCEDURE

Employees will record emergency pay hours on their timesheet and submit to their supervisor for approval. Supervisor will submit the approved timesheet to the Payroll department.

105.8 RELATED INFORMATION

Lummi Nation State of Emergency
Lummi Nation Shelter in Place
Comprehensive Emergency Management Plan

105.9 REVIEW DATE

To be reviewed every three (3) years or as needed.