

PREMIUM PAY

Effective May 14, 2022, Tikinagan will provide Premium Pay for the two (2) situations described below until further notice.

Premium Pay will apply as follows:

1. In-person in-door service responses to households with one or more members who are positive for COVID-19

Tikinagan's Service Contingency Plan provides direction to staff on how to provide services in the safest manner possible including limiting in-person contact with clients to situations where it is necessary. The contingency plan outlines precautionary measures needed for situations where in-person contact with clients is required to help keep staff and our clients safe from the spread of the COVID-19 virus.

Tikinagan will provide staff with Premium Pay when required to have in-person in-door contact with a household where there is one or more members of the household who are confirmed to be positive with COVID-19. Consultation with a supervisor and manager in advance of the in-person response is mandatory, to ensure proper planning and preparation for the response and that the responding worker understands the precautionary measures and procedures. However, when it is determined during or after the response that a household member is positive, the supervisor and manager can approve Premium Pay after the response.

Employees providing an in-person in-door response to a household where there is one or more members of the household who has tested positive for COVID-19, will receive regular salary for these hours, as well as **Premium Pay of \$40/hour with a minimum of 3 hours paid per regular shift or after hours/on-call shift.**

Attached form must be completed to authorize/process Premium Pay for responses during each regular shift or after hours/on-call shift – one form per shift. Signatures are not required, however the completed form should be emailed to payroll@tikinagan.org by the Service Manager indicating their approval in the email. Payments will be processed in the next payroll cycle.

2. Supervising children in care in an Agency Operated Home (AOH) or other premises

All Residential Counsellors, Case Aides, Casual Relief Workers and other staff working shifts at an AOH **or other premises** to supervise/care for children in care will be provided with **Premium Pay of \$4/hour** in addition to regular pay. **This includes situations where 1-1 supervision is needed in a hospital, hotel or other premises.** This Premium Pay will be automatically added to AOH Residential Counsellors' pay. For other service staff, Case Aides and Casual Relief, time sheets must be submitted with hours worked supervising/caring for children in care indicated as "RC".

**PREMIUM PAY FOR
IN-PERSON IN-DOOR SERVICE RESPONSE
TO A HOUSEHOLD WITH ONE OR MORE MEMBERS WHO HAVE
TESTED POSITIVE FOR COVID-19**

Direction should be received in advance of the in-person response from both a Supervisor and Manager. However, where it is determined after the response that a household member is positive, the Supervisor and Manager can approve Premium Pay. Signatures are not required, but form must be emailed to payroll@tikinagan.org by a Manager indicating their approval. Complete one form for each regular shift or after hours/on-call shift.

Responding Worker's Name	
Approving Supervisor	
Approving Manager	
Date of Response	
Start time(s)/End Time(s)	
Total pay ___ hours x \$40 = (3 hour minimum, i.e responses under 3 hours <u>per</u> <u>shift</u> will be paid for 3 hours)	