



Operations Policies

February 16, 2023

Gary West, Superintendent of Operations

James Trimble, Manager of Operations

Fleet Policy

- **All staff are required to photocopy drivers licence and obtain a drivers abstract prior to operating vehicles.**
- **Only AFNWA staff, Contractors, or Consultants my ride in the vehicles (no family members or friends).**
- **Vehicles may not be used for private use.**
- **Weekly vehicle logs must be kept up to date.**
- **Monthly Safety Checks must be completed and submitted on time.**
- **Refer to Truck Do's and Don'ts attached to this presentation.**

Credit Cards

- Credit Cards will be given to supervisory staff only.
- Operators will need to obtain purchase orders for equipment, parts, and supplies.
- House accounts will be set up for vehicle fuel and supplies at local gas stations.
- House accounts will be set up for routine required supplies. (Please see Pam and let her know what vendors you use regularly)

Overtime

- More than 40 hours per week is overtime, traveling for conferences and workshops is straight time if attendance is voluntary.
- Call outs after hours will have a minimum of 3 hours and will be paid at time and a half.
- Overtime requires preapproval from a Supervisor or Superintendent (this includes more than 40 hours per week or more than 8 hours in a day).
- Emergency overtime does not require pre-approval but must be reported to Supervisor no later than the next working day.
- All work completed on Statutory Holidays is at double time.

Standby Pay

- Standby pay will be shared equally among staff at a rate of \$500.00 per week.
- When on standby you must be clean, sober, and be ready to respond within the service area you are on standby for.
- When on standby you may be required to respond to any community within your service area.
- A vehicle will be assigned to staff on standby for response to call outs.
- Anything you can deal with remotely without having to be on site will not pay overtime.

Ordering Supplies

- For normal supplies for operations, we will have house accounts set up with vendors. Purchase orders will be required prior to purchase. Purchase orders can be obtained by contacting AFNWA Corporate Services (finance@afnwa.ca).
- Normal fuel purchases will not require a purchase order if filling up an AFNWA vehicle. They will require a purchase order if you are required to obtain fuel in Jerry Cans for operations.
- All purchases over \$ 2,500.00 will require 3 quotes unless its an emergency.

Travel Allowances

- For this workshop, Travel expenses will be paid directly to Operators, not reimbursed through the Band (this applies ONLY FOR Operators that have signed their Offer of Employment letters). Otherwise, it will be reimbursed to the Band Office.
- Travel allowances going forward for normal operations will have a 200 KM rule. If you have to go farther than 200 KM, meal per diems will be paid.
- Days you have to leave before 6 am will be paid breakfast rates.
- Days that extend past 6 pm on travel dates will be paid the evening meal rate.

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Questions?

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