

Policy number	GP-24
Policy name	Pandemic remuneration of College employees
Approved	September 14, 2019
Last reviewed	March 17, 2023
Scheduled review	Q4 2024

POLICY

The College of Alberta Denturists has in place a Corporate Pandemic Plan for pandemic influenza.

In this plan is the provision for remuneration of College employees during a pandemic by way of emergency wages, if required, and the provision for replacement employees.

The College of Alberta Denturists remuneration during a pandemic will occur when a regular College employees individual becomes affected by the pandemic (either by direct infection, order of isolation or in the event of a need to assist direct family members affected by the Pandemic) and cannot continue to provide their regular services to the College.

The following provides particulars of the Individuals covered by this Policy:

1. Administrative employees and Hearings Director
2. Executive Director
3. Registrar
4. Complaints Director

Administrative employees and Hearings Director

The administrative employees and Hearing Director will be paid as indicated in the respective employment agreements executed with the personnel and will be paid at the appropriate rate (i.e., hourly rate and number of hours per week) and standard operating procedure at the time of absence.

Employees


The Executive Director, Registrar, Complaints Director, Hearings Director, and administrative employees will be paid as per rate and standard operating procedure at the time of absence.

Post Pandemic Recovery of Emergency Wages

Upon formal government notification of a post-pandemic phase and upon the College employees member returning to work, the employee will meet with their supervisor to review the amounts of emergency wages paid to the employee and to make provisions for mutually acceptable repayment to the College of the emergency wages without interest charged to the employee.

Replacement Employees

In the event that one, or more, of the College's employees is unable to provide their services and the College or the Council replaces the employee, then that individual will be reimbursed for approved expenses as per the College's expense and remuneration policy and will be paid for their services as per the following:

-  Replacement of administrative employees and/or Hearings Director – remuneration at same level as current administrative employees or Hearings Director;

- ☒ Replacement of Executive Director, Registrar and/or Complaints Director, at a rate commiserate with their experience and responsibilities.
- ☒ If external temporary employees are utilized, then as per the agreement with the staffing agency.

DEFINITIONS

Pandemic is a widespread epidemic of a disease; one that affects a whole country, continent, etc.

APPENDICES

none

REFERENCES

none

DOCUMENT HISTORY

Date	Action	Rationale
14/12/09	Initial approval	N/A
18/02/11	Review	
14/09/19	Review and revision	update
10/09/21	Review	As scheduled
17/03/23	Review	As scheduled