



FIREFIGHTER WAGE REIMBURSEMENT FOR COURT TESTIMONY POLICY

Applicability: Public Safety

Effective Date: January 23, 2002

PURPOSE:

To establish the Regional District policy and conditions relating to the reimbursement of wages for Fire Department personnel attending court as a representative of the CVRD Fire Department.

POLICY:

The Regional District recognizes that from time to time Fire Department personnel may be required to testify in a court of law as a result of their participation in a department response to an incident. In the event that this is required, the CVRD will compensate personnel for lost time from work. This compensation will match the gross amount of regular earnings.

The procedure for claiming reimbursement is as follows:

1. Department Chief will notify the CVRD Administration Department upon receipt of a subpoena (provide a copy via fax).
2. Upon conclusion of their testimony, the Chief will provide the CVRD with a letter from the firefighter's place of regular employment that indicates the full amount of lost wages for the time away from work to testify, and includes the firefighter's full name, address, telephone number, social insurance number, and birth date.
3. The CVRD Administration Department will prepare a Term Employee Payroll Information Form and attach all documents as outlined for submission to the Finance Department.
4. The reimbursement expense will be borne by the appropriate Fire Department.
5. Reimbursement will be issued directly to the firefighter and a T4 slip will be issued at year-end.

Approved by: CVRD Board Approval date: January 23, 2002
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