STANDARD PROCEDURE

CITY OF WILSON PERSONNEL MANUAL

SUBJECT	NUMBER	REVISED	EFFECTIVE DATE	SUPERSEDE	S PAGE
Mutual Aid	B-7		June 6, 2000		1 of 1
Prepared By:	Policy Review Committee		Approved	By: Edward A. Wyatt	
				City Man	ager

1.0 Purpose

To encourage City employees to be responsive to requests for emergency assistance from other public or non-profit organizations.

2.0 Policy

The City will pay all non-exempt employees one and one-half times their regular hourly rate for all hours worked during a response to requests for mutual aid.

3.0 Scope

All employees are covered by this policy.

4.0 Definitions

Mutual Aid: A request for emergency assistance from another public or non-profit organization during a disaster.

5.0 Rules/Procedures

- 5.1 Non-exempt employees who work during a mutual aid response will be paid one and one-half times their regular hourly rate for all hours worked in response to a request for mutual aid.
- 5.2 The City Manager will review the hours worked by exempt employees during a mutual aid response with the department head on an individual basis to determine if additional compensation will be provided.