



Emergency Management and Climate Readiness (EMCR)

Professional Employees Association (PEA) Meritorious Service
Reimbursement Process — July 2024

FAQs



Ministry of
Emergency Management
and Climate Readiness

FREQUENTLY ASKED QUESTIONS

Q1. What is the calculation formula for PEA Meritorious Service?

Meritorious Service in response to emergencies for employees applies to all involved full-time employees who are PEA members, as specified in Appendix “H” of the current PEA collective agreement.

The formula is as follows:

- One (1) hour for every hour worked above and beyond normal work hours during the regular work week; and
- One (1) hour for every hour worked on a day of rest.
- Time off shall be taken by mutual agreement subject to operational requirements. Any time remaining as of March 31 of the following calendar year shall be paid out.
- Leave entitlement as calculated above shall not be grievable but will be reviewed by the ministry involved upon employee request.

Q2. How often can I submit my Meritorious Service reimbursement request?

Previously, PEA members had to submit their Meritorious Service reimbursement request following the conclusion of the incident or once per calendar year in November for hours worked in wildfire response. These hours were submitted for addition to the leave banks effective the following year. Now, PEA members may submit their Meritorious Service approved timesheets at the end of each pay period to EMCR for processing.

Q3. What is the process for submitting Meritorious Service reimbursement?

The process remains the same, only the frequency with which PEA members can submit is changing. This process is for incidents jointly activated by EMCR, PSA, MoF and the ministry involved with the response including wildfires upon activation of Appendix H. PEA members are to:

- Submit approved Meritorious Service timesheets at the end of each pay period
 - Approved = Ministry Financial Officer and Chief Financial Officer approval documented in Meritorious Service Rollup Template
 - Submission sent to: EMBC.Finance@gov.bc.ca
 - Submission email subject line: PEA MERITORIOUS SERVICE—Last Name, First Name

Q4. How do I access my Meritorious Service hours?

Previously, Meritorious Service leave would not be entered in the year it is earned. Meritorious leave previously was entered into PEA employees’ Compensatory Time Off bank (CTO) with a date of January 01 of the following year (i.e. hours earned in 2024 would be available as of January 01, 2025). Now, Meritorious Service leave may be entered into the year it is earned and therefore:

- hours can be paid out at the employee’s request at any time, and
- any remaining CTO balance as at March 31, 2025 will be paid out on the last pay day in May.

Q5. What is the difference between these two reimbursements processes’?

The difference between these two processes is with the new process PEA members will have access to their meritorious service hours as they are incurred however once you access them, they will not be available for the duration of the following calendar year as previous because you are drawing down sooner.

Q6. Who do I contact if I have any questions regarding this reimbursement process?

Any questions regarding this process or meritorious service, please contact: Simon.Matthews@gov.bc.ca