

DISASTER FINANCIAL ASSISTANCE *Facts*

Answering your questions about the DFA program

7.0 Local Authority Personnel Costs Related to a Disaster

(for local authorities)

When local authority employees are involved in responding and recovering from a disaster, you must ensure that any personnel costs are supported by **detailed timesheets and payroll records** showing disaster-related activities, costs and expenses.

Here are some important points to keep in mind when submitting personnel costs as part of your Disaster Financial Assistance claim.

⇒ **Eligible personnel costs include:**

- √ Incremental staff time costs for responding and recovering from a disaster (these are costs over-and-above your regular staff costs in your operating budget).
- √ Paid overtime wages to full-time employees (banked overtime is ineligible).
- √ Basic statutory benefits (vacation pay, EI, and CPP) for the eligible hours worked.
- √ Hiring costs for additional staff needed to provide response and recovery activities.
- √ Temporary seasonal staff or backfills hired to perform normal duties of staff that are re-assigned to disaster events.
- √ Costs for volunteer firefighters, which are incremental to your regular budget
- √ Food and drink expenses for volunteers.
- √ Expenses for municipal councillors (indemnities) in accordance with municipal by-laws and agreements.
- √ Expenses for contracted workers, including contracted emergency coordinators or contracted claims preparation service providers. These expenses must include detailed records of the work performed and the services provided.

⇒ **Ineligible personnel costs include:**

- √ Regular salaries as part of your regular operating budget.
- √ Negotiated benefits for workers (health & dental benefits, pension contributions).