

# Operator Certification Board Policy Manual

POLICY TITLE:  <b>Definition of Temporary Duties, Relief Operator &amp; Seasonal Operator</b>	POLICY NUMBER:  <b>2/01</b>	EFFECTIVE DATE:  <b>Immediately</b>
ORIGIN:  <b>Board Meeting</b>	ADOPTED BY THE BOARD ON:  <b>February 20, 2001</b>	DATE AMENDED:  <b>February 7, 2008 November 17, 2017</b>  POLICY REVIEW:  <b>November 17, 2017</b>

## Definition of Temporary Duties, Relief Operator and Seasonal Operator

### **Definition of a Relief Operator:**

An Operator, who is not employed as a permanent or part-time employee with the community, is used to replace the permanent or part-time Operator. The Relief Operator is required for holiday replacement, leave replacement and/or weekend coverage. The Relief Operator will be granted one day experience for each day of employment, where the duties include the operation of a classed facility.

### **Full-Time Employees not Normally Assigned the Duty of an Operator**

An Operator, who is a full-time employee of the community whose regular duties do not include classed facility operation, is used in a relief capacity (as per Relief Operator definition above). The employee will be granted one day experience for each day of employment, where the duties include the operation of a classed facility.

One year of experience equates to:

- 46 weeks
- 230 days
- 1840 hours

### **Definition of a Seasonal Operator:**

An Operator who performs Operator duties for a consecutive period of time for only a portion of the year during a twelve month period. The facility may or may not be a seasonal facility that operates during a particular time.

Seasonal and Relief Operators must follow the daily calculation as above; 230 days.

The weekly and hourly equations above no longer apply for this definition.