



Emergency  
ManagementBC

# EMBC TEAMS

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## Finance Analyst Handbook

5/28/2019

This document was created to support Finance Analysts' understanding of Emergency Management British Columbia's Temporary Emergency Assignment Management System (EMBC's TEAMS) program. For any outstanding finance questions re: TEAMS members, please contact [EMBCFinance@gov.bc.ca](mailto:EMBCFinance@gov.bc.ca)

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## **TEAMS Overview**

### **What is TEAMS?**

Emergency Management BC (EMBC) engages qualified public service employees to assist with emergency response efforts. Temporary Emergency Assignment Management System (TEAMS) is the staffing system that maintains a resource pool of highly-qualified employees from various ministries who train regularly and have the appropriate skills and experience to manage provincial emergency operations centers. These operations centres are activated in support of local communities during all-hazard emergencies and disasters. TEAMS members are not required or expected to provide support in the field.

### **Why does the province need TEAMS?**

The purpose of the TEAMS program is to build a resource pool of trained and experienced staff to assist with activation in large-scale emergencies in British Columbia. While EMBC has some regional and headquarter employees committed to emergency operations at any given time, the overall provincial response to any emergency depends upon trained BC Public Service staff drawn from other ministries to assist the work of local authorities, first-responders, and other government agencies and volunteers.

### **How does TEAMS work?**

EMBC is organized into six regions plus a headquarters-- the Provincial Emergency Coordination Centre (PECC) in Saanichton. Each region has a Provincial Regional Emergency Operation Centres (PREOCs) available for immediate activation in response to an emergency or disaster should it progress beyond the capacity of the local government and emergency services. Once the PECC and any of the PREOCs are activated, TEAMS members can be requested for deployment at any given time and for varying lengths of time on short notice after EMBC employees have been utilized. As response efforts increase to growing disasters, the likelihood of activating TEAMS members increases. As a result, TEAMS members should have their own personal emergency plan in place for childcare and pets, for example, as travel may be required.

### **What should you know?**

TEAMS members are only activated if a Provincial Regional Emergency Operations Centre or the Provincial Emergency Coordination Centre staff needs augmentation. This means that your employee may NOT be activated every year. See [here](#) for more information on what Finance Officers need to know for when employees have participated in the TEAMS program.

## General FAQ's About TEAMS

### Why are people participating in the TEAMS program?

Release of an employee from their normal position to assist with staffing the Operation Centres during times of crisis is critical to the province's public safety and wellbeing. Supervisor's support of their employee's interest and passion to assist the province during a time of need will have a positive effect on all ministries throughout the whole province. In return, the employee will come back to their regular position with an appreciation of the support received from their supervisor, and their enhanced or new skills can be beneficial to their workplace.

### What transferrable skills do staff members develop during TEAMS participation?

There are many skills that EMBC inherently encourages in their TEAMS members that are transferrable to MyPerformance evaluations. These include, but are not limited to, teamwork, organization, adaptability, prioritization, communication, and critical thinking. Staff could return to their ministry having developed a new set of skills, or could recognize and indicate new areas that they would like to develop.

### What is my responsibility as the Finance Analyst for a TEAMS member?

For detailed information please see the following documents:

- [JV Submission Guide for TEAMS Extraordinary Cost](#)
- [TEAMS Frequently Asked Finance Questions](#)
- [Appendix 2 – Submission Calendar](#)

### Can staff members apply if they are a TA?

Yes, they are eligible to apply as long as they are a current provincial employee.

### Are there TEAMS positions for Finance and Administration people?

Yes! Most definitely! Not only are there Finance positions in TEAMS, but sometimes people find an area of interest different than their regular work. The TEAMS program offers opportunities for development of a number of skills as indicated above in the question about transferrable skills.

### When will they be deployed?

There is a potential of being called anytime 24 hours a day, 7 days a week, 365 days a year. This is important to note as this means staff may be called in their usual "off" hours and overtime may be incurred from the first day of deployment if they are travelling for deployment right after their regular work, or on a weekend. Often, in B.C., activations occur during major freshet (spring and fall) and wildfire (summer) events, as well as in the case of large earthquake events and tsunami warnings.

### What is a typical length of deployment?

Depending on need, deployments could last roughly 7-10 consecutive days; however, this could be longer or shorter depending on the nature of the disaster (e.g. a catastrophic event will require all-hands-on-deck for an extended period of time; a regular season will not require nearly the same demand). TEAMS members may be asked to do more than one deployment during the course of an event.

### **Is there mandatory time off requirements?**

Yes. EMBC requires 2 days off between deployments.

### **During deployment, can staff still do some base ministry tasks, if necessary?**

Yes, it is possible for a supervisor to negotiate with their employee regarding the requirements of their base ministry work during their deployment. For example, if they were requested to report to EMBC for 10 days on and 4 days off, their supervisor could ask the employee to report to their base position for 2 of their 4 days off before returning for their next deployment, or any modification of this kind of arrangement. The supervisor and employee are jointly responsible for ensuring that any union requirements are followed and that worker physical and mental well-being is considered.

### **Is there a requirement for TEAMS members to report to their base ministry after each deployment?**

No, the TEAMS member can do back to back deployments for any length of time required and agreed upon between supervisor and employee. For example, if there is an extended fire season, and TEAMS members are requested for 3 deployments, a TEAMS member may take breaks from activation and return to their regular work, or do a number of deployments in a row with scheduled days of rest. It is up to the supervisor and employee to determine the employee's schedule during times of emergency events.

### **Is the training held during regular work hours?**

Training hours are dependent on the trainer and on the nature of the training. Full day or multiple day trainings are usually during regular work hours. Shorter sessions may occur during regular business hours, during lunch, or during the evenings. Therefore, be aware that an employee may be claiming overtime if they do not take their lunch break because they are doing online training.

### **Who pays for deployments and training?**

In short, EMBC pays for deployment related overtime, travel expenses, and incidentals. The base ministry pays for standard wages. Journal Vouchers (JVs) are utilized to facilitate payments. For more detailed information please see the Finance and Administration FAQ's sheet.

Training is usually the sole responsibility of the base ministry; however, case-by-case consideration is made for those who may be traveling longer distances specifically to complete their foundational training courses. Some courses are provided by mobile trainers/training teams and we prefer that people attend at training locations which support minimizing expenses.

### **How much of a time commitment is required for training throughout the year?**

TEAMS members plan on up to ten days a year for training in addition to potential deployments. Initial training may include a self-directed course which takes 2-4 hours, and an in-person only course which is two days. Annual training is arranged by the Regional TEAMS managers who will set the schedule according to trainer availability. This may be affected by response to disasters or staffing needs. Regional TEAMS managers will try to distribute a training schedule at the beginning of each year.

### **What happens if there is a new person responsible for Finance in the middle of or between deployments?**

Every change of Supervisor or Finance Analyst requires updated information that is communicated to EMBC. The TEAMS member can request a copy of this handbook so that their new Finance Analyst is

fully informed and they can email the new Finance Analysts contact information to [EMBCTEAMS@gov.bc.ca](mailto:EMBCTEAMS@gov.bc.ca).

### **What happens if their TA/contract ends mid-season (or if they retire) and they are no longer working for the government?**

If an employee has completed their TA and is returning to their base ministry, they need to get the written approval of their base ministry supervisor to participate in TEAMS and inform EMBC of the new Financial Analyst contact information. If an individual retires and therefore does not belong to any ministry, they need to apply to become an “As & When” employee to continue to offer their services to EMBC during activation. The past base ministry will no longer have any responsibility for that individual.

### **Are BC Wildfire Services TEAMS and EMBC TEAMS different programs?**

Yes, the two programs are managed by different ministries. BCWS TEAMS primarily activates to deal with wildfire prevention, mitigation, and suppression strategies; however, they also assist with other disasters. BCWS TEAMS also tends to work more in the field (engaging in operational activities). BCWS has a Tier system for their TEAMS members where some people are paid regardless of activation or non-activation, and they engage in BCWS training or activities. EMBC TEAMS members work in the Emergency Management BC regional offices or the Provincial Emergency Coordination Centre providing support to frontline operations, and are only deployed if EMBC is activated above Level 1 in response to a disaster. EMBC TEAMS may be activated for any of the 50+ hazards that may occur in BC throughout the year, and may also support BC Wildfire Services activities through their work with EMBC.

### **What is the difference between a TEAMS member and an “As & When” employee?**

“As & When” employees are not employed with the province and do not have a base position to which they will return. As & When employees are utilized when there is a need for a specific skill set or when all TEAMS member resources have been depleted.

### **What is the difference between a TEAMS members and a Liaison position?**

A “Liaison” represents their base ministry in a Provincial Regional Emergency Operations Centre or in the Provincial Emergency Coordination Centre. They provide their expertise in their professional roles, act as a conduit for information between their base ministry and EMBC, and are not expected to fill any other functional roles although they operate within a section.

## JV Submission Guide for TEAMS Extraordinary Cost

This document outlines the process to recover extraordinary costs related to TEAMS members between the TEAMS members Ministry and EMBC once costs have been incurred.

### Journal vouchers must contain the following information

- Ministry name, including contact name and phone number of the person preparing the journal voucher,
- EMBC TASK number – **One JV per TASK number**,
- The account coding for the ministry issuing the JV, and
- Signed or electronic approval from the issuing ministry

### Journal vouchers may be submitted via email or house mail

For email submissions, JV's **MUST be submitted in one\* PDF document (JV and backup)**. Please do not send an excel JV with backup embedded in the tabs within the document – this will not be accepted for processing.

**\*If submitting an electronic (ADI) JV, please send the electronic JV formatted to print, along with the corresponding backup in a separate PDF document.**

### Backup documentation for the JV must include

- A copy of the Timesheet or Overtime form, signed off by the PREOC Director or PREOC Deputy Director – **required for all salary recoveries**
- Payroll Reports that include the details of what was paid out (payout must match the details on the overtime forms/timesheets) – **required for all salary recoveries**
- A copy of the iExpense Report and all corresponding receipts (Accommodation, Parking, etc) - **required for all travel recoveries**
  - Must include a copy of the CAS invoice report or GL Transaction report that shows total net GST (see Note below)
- Copies of invoices and proof of payment for any miscellaneous expenses purchased while working for the PREOC
- A summary sheet (template attached) of charges per person or per week is helpful for reconciling JV's with multiple pay periods and TEAMS members.

**Note:** iExpense will be reimbursed net of GST. GST for all charges, including per diems and mileage is charged to OCG coding. The ministry is not charged for the amount of the GST that is extracted. The claimable amount can be identified in CAS/Oracle by running the CAS invoice or GL Transaction report using the iExpense claim number. Meal per diems MUST not be included if meals were provided by the PREOC.

### Submission Contact Information

**The JV and backup must be sent to the EMBC regional office where the TEAMS member was deployed for review and sign off.** The JV will then be forwarded to EMBC Finance by the Region for completion of the account coding, and the JV will then be returned to the issuing Ministry contact for keying into CAS. **Ministries are responsible for keying their JV's** – EMBC will not be entering JV's into CAS.

Vancouver Island Region  
Block A – Suite 200, 2261 Keating Cross Rd  
Saanichton, BC V8M 2A5  
Email: [EMBC.VIRAdmin@gov.bc.ca](mailto:EMBC.VIRAdmin@gov.bc.ca)

Southeast Region  
403 Vernon Street  
Nelson, BC V1L 4E6  
Email: [EMBC.SEAAdmin@gov.bc.ca](mailto:EMBC.SEAAdmin@gov.bc.ca)

Southwest Region  
14275 – 96<sup>th</sup> Avenue  
Surrey BC V3V 7Z2  
Email: [EMBC.SWEAdmin@gov.bc.ca](mailto:EMBC.SWEAdmin@gov.bc.ca)

Northeast Region  
3235 Westwood Drive  
Prince George BC V2N 1S4  
Email: [EMBC.NEAAdmin@gov.bc.ca](mailto:EMBC.NEAAdmin@gov.bc.ca)

Central Region  
1255-D Dalhousie Drive  
Kamloops, BC V2C 5Z5  
Email: [EMBC.CTLAdmin@gov.bc.ca](mailto:EMBC.CTLAdmin@gov.bc.ca)

Northwest Region  
Suite 1B – 3215 Eby Street  
Terrace, BC V8G 2X8  
Email: [EMBC.NWEAdmin@gov.bc.ca](mailto:EMBC.NWEAdmin@gov.bc.ca)

Provincial Emergency Coordination Centre (PECC)  
Email: [pecc.fin1@gov.bc.ca](mailto:pecc.fin1@gov.bc.ca)

## Time and Leave

### This Information Document is Useful For:

**Employee**  
**Expense Authority**

**Timekeeper**  
**Time Approver**

**Leave Keeper**  
**Leave Approver**

**Scheduler**  
**Scheduler**  
**Administrator**

### Overview:

**Emergency Management BC** (EMBC) is a division of the Ministry of Public Safety and Solicitor General that works with local governments and other provincial and federal agencies, providing coordination and support before, during and after emergencies.

Employee's may partake in training, or their services may be required for emergency operations under the TEAMS (Temporary Emergency Assignment Management System) program. Where leave under **TEAMS** is requested, employees are paid by their home ministry for hours worked as per their Master Agreement, including overtime provisions. Only extraordinary costs (i.e. overtime, travel, and office expenditures via purchase card) incurred by participating ministries will be eligible for reimbursement under the TEAMS program. This is done through the journal voucher process between ministries and EMBC. **Note: Regular wages and banked time (CTO or ETO) are not eligible for reimbursement.**

**Please refer to the latest TEAMS extraordinary cost guideline for eligible recovery costs.**

### Procedure:

Follow these instructions to record overtime during TEAMS deployment:

Step	Responsibility	Action	Explanation of Action
1	Employee / Timekeeper / Time Approver	Update Time Entries	Enter/Update the hours worked on the timesheet for the TEAMS related activity, including overtime if applicable. Each employee will be slightly different depending on their hours worked and type of employee, (auxiliary, regular, part time, Etc.).  Follow the relevant job aid to record employee overtime in the Time and Leave system as per the usual method. <b>Record Overtime (Punch Timesheet)</b> Job Aid JA3058
2	Employee / Timekeeper / Time Approver	Add the Pre- defined PEP <b>Comment</b>	On the days where TEAMS related activities were performed, navigate to the first Comment column on the Timesheet. Click the Loop Up and select <b>00075 Provincial Emergency Program</b> comment from the list.
3	Employee / Timekeeper / Time Approver	Record the Task Number in the free	Navigate to the far right <b>Comments</b> column on the Timesheet. In the text box, enter the TASK number issued by EMBC. Include any additional comments as needed to detail the event. Click <b>Apply</b> and

		form Comments	OK
4	Employee / Timekeeper / Time Approver	<b>Submit</b> Timesheet	Review the entries and correct any errors. Click <b>Submit</b> or <b>Apply Rules</b> to save the timesheet.
5	Ministry Designate / Timekeeper / Time Approver	Run the <b>Comments</b> <b>PEP Amounts</b> query	Run the <b>Comments PEP Amount</b> query to identify employees in your group who have TEAMS recoveries in each pay period. Navigate to <b>Time/Leave Approval WorkCentre</b> and select the <b>Reports &amp; Queries</b> tab in the <b>Queries</b> menu. Select the <b>Comments PEP Amounts query</b> from the list of queries. Specify the pay period in date range ( <b>From</b> and <b>To Dates</b> ) and select <b>View Results</b> . Click the <b>Excel Spreadsheet</b> link to export into excel and save a copy. <b>Note:</b> The query is based on T&L security. Query results include employees that the person running the report has access to in T&L.
6	Ministry Designate / Timekeeper / Time Approver	Screen print the timesheet entries and comments	Access the timesheet for each employee with TEAMS recoveries and print screen the timesheet and the comments. You can highlight the employee IDs from the report output and paste them into the View Search Detail section, (max 254 Characters) to access all the timesheets and then use the <b>Next Employee</b> link on the timesheet to navigate through each. Screen shot the timesheet, showing the days on which the TEAMS Comments have been added and the Payable Time Details. In the Comments column, click on the <b>Comments icon</b> to access the free form comments. Screenshot the Comments to show the task number and any other comments that have been added.
7	Ministry Designate	Run Expenditure report	Run the expenditure report for the same pay period. Attach as a back-up for the Journal Voucher (JV).
8	Ministry Designate	Create JV	Create JV with Ministry coding. Ensure the JV is approved by the program spending authority. Instructions for JV submission and requirements are found in the EMBC TEAMS Extraordinary Cost JV Submission Guide for the current fiscal year. Contact your Regional EMBC office or <a href="mailto:EMBCFinance@gov.bc.ca">EMBCFinance@gov.bc.ca</a> for the current fiscal year version.
9	Ministry Designate	Reconcile payment	Reconcile to Accounts Report to ensure payment received to the correct program coding.

1	October 29, 2015	Reviewed SG
2	August 27, 2018	Updated by EMBC Finance

**EMBC OVERTIME HOURS**

**TASK Number - one JV per TASK**

**Employee Name(s)**

**Period**

Employee Name & #	Period of OT Worked	OT # Hours at OT 1.5 (5010)	# Hours X 1.5	OT # Hours at OT 2.0 (5010)	# Hours X 2	Total Hours 5010	Hourly Wage	Total STOB 5010	Total STOB 5298
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
			-		-	-		\$ -	\$ -
<b>Total</b>		-	-	-	-	-		\$ -	\$ -

## TEAMS Frequently Asked Finance Questions

### Who pays for overtime and travel costs for TEAMS members on training or response?

Only extraordinary costs (i.e. overtime and travel) to participating ministries will be fully compensated under the TEAMS program. This is done through the journal voucher process between ministries and EMBC. **Note: Regular wages and banked time (CTO or ETO) are not eligible for reimbursement.**

### Who is responsible for setting up travel arrangements?

**Training:** In most cases, the employee themselves or the ministry in which the employee works on a day to day basis is responsible for arranging travel for a TEAMS member to attend the training sessions. Please contact the Regional Office Administrator for EMBC to confirm who will be responsible for travel arrangements for each training session.

**Emergency Response:** PECC (Provincial Emergency Coordination Centre) or PREOC (Provincial Regional Emergency Operations Centre) Logistics staff will make the necessary travel arrangements for a TEAMS member.

### Who is responsible for tracking and processing overtime and standby?

Employees are responsible for tracking their own overtime and standby. The expense authority responsible for the employee in their home ministry acts as sign-off for the overtime/standby and the overtime/standby is paid by the employee's home ministry. Cost recovery for overtime and standby paid is done by a journal voucher to EMBC

**Note: Regular wages and banked time (CTO or ETO) are not eligible for reimbursement.**

### Who is responsible for reimbursing an employee's travel costs?

The employee's home ministry is responsible for the reimbursement of travel costs to the employee. Cost recovery for travel is done via journal voucher to EMBC.

### What information should I use in iExpense for reimbursement of travel expenses?

The only additional information needed when creating an iExpense claim is the EMBC **"TASK number"**. The "TASK Number" should be placed in the area where it asks: "Reason for Travel".

### What is a "TASK number"?

A "TASK number" is assigned to each regional training and emergency event. EMBC issues the "TASK numbers" and will provide the TEAMS member with this number. The "TASK number" is to be used in iExpense and on the front of the journal voucher when submitting costs for recovery from EMBC

## Appendix 2 – Submission Calendar

<b>Dates Costs Incurred</b>	<b>Date JV Due</b>
April 1 – June 30	July 31
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – February 28	March 15
March 1 – 31	April 5