# **[UTILITY]**

# **OUT-OF-STATE MUTUAL AID BILLING POLICY**

**1. General Purpose and Policy**

As a member of Municipal Electric Utilities of Wisconsin (“MEUW”), [UTILITY] may be asked to participate in mutual aid assistance for municipalities experiencing emergency electric restoration situations throughout the United States. To encourage MEUW members to respond to such requests and to facilitate clear parameters for such services, MEUW has approved guidelines for the billing of costs and expenses related to the provision of out-of-state mutual aid assistance, including compensation of employees, use of equipment, replacement of materials, and expenses. [UTILITY] elects to follow MEUW’s guidelines.

Out-of-state mutual aid is deemed to be extraordinary work. Employees must travel away from home for extended, often unknown time periods, work in unfamiliar conditions and territories, construct to different standards, familiarize themselves with different safety and work methods, and endure extreme environmental conditions foreign to [UTILITY] employees. Because of this, MEUW and [UTILITY] believe employees’ compensation must account for these circumstances.

1. **Reimbursable Compensation**

When [UTILITY] employees respond to out-of-state mutual aid requests, reimbursable compensation for labor, equipment, materials, and other related expenses shall be billed to requesting municipal utilities (“requesting utility”) through a detailed invoice, which shall be paid by the requesting municipal utility within 60 days of receiving the invoice.

The reimbursement period shall begin when personnel and/or equipment expenses are initially incurred by the [UTILITY] in response to an out-of-state mutual aid request. The reimbursement period shall end when the [UTILITY]’s personnel and equipment have returned to the [UTILITY] and have had a reasonable time to prepare the equipment for normal [UTILITY] activities.

To the extent possible, the [UTILITY] and requesting utility should agree in advance on the anticipated length of the need for the [UTILITY]’s services and equipment. The [UTILITY] retains full authority to terminate the provision of personnel and equipment at any time.

1. **Labor**

The employee’s hourly rate will be the Prevailing Wage. “Prevailing Wage” is the higher of either (1) the employee’s regular hourly rate of pay for [UTILITY]; (2) the standardized wage set by MEUW for out-of-state mutual aid events; or (3) the hourly rate for comparable employees of the requesting utility. [UTILITY] shall bill the requesting utilities for labor as follows:

* One-and-a-half times (1.5x) the Prevailing Wage for hours worked Monday through Saturday.
* Two times (2x) the Prevailing Wage for hours worked on Sundays or [UTILITY] recognized holidays.
* Preparatory work prior to [UTILITY] departure and/or cleanup work following the return to [UTILITY] will be billed at the employees’ normal rate of pay for [UTILITY].

The above rates apply to all time spent by [UTILITY] personnel driving to the requesting utility, time spend driving for work purposes at the requesting utility, and any associated work involved with preparatory pre-staging prior to the emergency electric restoration event.

[UTILITY] employees responding to an out-of-state mutual aid request shall be paid a minimum of 8 hours for each complete 24-hour calendar day beginning with their departure from and until return to [UTILITY].

For all reimbursable labor compensation, [UTILITY] shall include all employee benefits and allowances for vacation, sick leave and holiday pay, social and retirement benefits, payroll taxes, workers’ compensation, employer’s liability insurance, and other contingencies and benefits imposed by applicable law or regulation.

1. **Equipment**

[UTILITY] shall bill requesting utilities for:

* Charges, at rates internally used by [UTILITY], for use of equipment.
* Repair or replacement cost of any equipment damaged or lost caused by use related to the response to an out-of-state mutual aid request.
1. **Materials**

[UTILITY] shall bill requesting municipal utilities for:

* + [UTILITY] materials used to perform work for the requesting municipal utility at the current or most recent replacement cost.
1. **Other Related Expenses**

[UTILITY] shall bill requesting municipal utilities for:

* Administrative and general costs, which are properly allocable to the emergency assistance, and are not otherwise included in this policy.
* Employee travel expenses, including, but not limited to, lodging, gas, and reasonable incidentals.
* Reimbursement of meal expenses, according to IRS regulations, for actual, reasonable, and necessary meals for which detailed receipts can be provided. Alternatively, a $XX per employee per day allowance may be provided for meals and miscellaneous expenses.