

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Corporate Administrative Department

Date: June 26th, 2017

Subject: Emergency Operations Centre (EOC) Activation Wage Reimbursement Policy

Recommendation: **RESOLVED THAT Council approves Policy #617, Emergency Operations Centre (EOC) Activation Wage Reimbursement.**

BACKGROUND: Staff presented the proposed policy at the June 19th, 2017, Committee of the Whole Meeting for Council's consideration; the policy is now before Council for consideration to approve.

The City of Grand Forks is part of the Regional District Emergency Management Plan for the area. It was recommended by the Regional District that each local government within the emergency area have a policy that clearly states, the wage reimbursement for that municipality during the event of an emergency. Once a task number is assigned by the Regional District, and it is approved by the Province in association with the emergency, the wages over and above the normal work day, are covered by the Province via the Regional District. As we have recently experienced, City Staff worked extensive hours in the EOC, and this policy ensures that adequate compensation is recognized for the additional hours.

Benefits or Impacts of the Recommendation:

General: To establish a policy for the payment of union and exempt staff overtime during EOC activation

Strategic Impact: Community Livability; Fiscal Responsibility

Financial: Overtime wages are recouped during an EOC event under an approved task number

Policy/Legislation: Council has the authority to approve policies

Attachments: Proposed Policy #617 Emergency Operations Centre (EOC) Activation Wage Reimbursement

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Recommendation: RESOLVED THAT Council approves Policy #617, Emergency Operations Centre (EOC) Activation Wage Reimbursement.

- OPTIONS:**
1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT
 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT
 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

	
Department Head or CAO	Chief Administrative Officer

CITY OF GRAND FORKS

POLICY TITLE: Employees – Emergency Operations **POLICY NO:** 617
Centre (EOC) Activation Wage Reimbursement

EFFECTIVE DATE: June 26th, 2017

Supersedes: New

APPROVAL Council

PAGE: 1 of 1

PURPOSE:

The City of Grand Forks' Employees shall be eligible for regular salary and overtime while working in an Emergency Operations Centre (EOC) event under an approved task number.

POLICY:

To establish a policy for the payment of union and exempt staff overtime during EOC (Emergency Operations Centre) activation.

PROCEDURE:

1. Unionized employees shall be paid their regular salary during the standard working day and are eligible for overtime premiums subject to the provisions of the collective agreement.
2. Management staff will be paid normal salaries for their regular work day hours and are eligible for 1.5 times their hourly rate thereafter.
3. No employee shall be allowed to bank overtime hours related to working in an Emergency Operations Centre event.