

# THE VILLAGE OF MONTROSE

**POLICY TITLE: EMERGENCY OPERATIONS CENTRE (EOC)  
ACTIVATION WAGE REIMBURSEMENT POLICY**

**POLICY #7150**

**POLICY STATEMENT:**

It is the policy of Council to ensure that Village of Montrose Employees shall be eligible for regular salary and overtime while working in an Emergency Operations Centre (EOC) under an approved task number.

**POLICY BACKGROUND:**

The Village participates in a Regional Emergency Preparedness Service administered by the Regional District of Kootenay Boundary (RDKB). Occasionally, Village of Montrose employees are requested by RDKB to help staff EOC positions when an emergency situation occurs.

**POLICY GOAL:**

It is the goal of this policy that standard reimbursement activities are established for the payment of union and exempt staff overtime during EOC Activation.

**POLICY OBJECTIVES:**

1. Employees can be released from Village operations to staff an EOC at the request of the Regional District with approval from either the Chief Administrative Officer and/or the Mayor.
2. Unionized employees shall be paid their current regular salary during the standard working day and are eligible for overtime premiums subject to the provisions of the collective agreement.
3. Management staff will be paid their current regular normal salary for their regular eight hour work day / forty hour work week and are eligible for 1.5 times their hourly rate thereafter.
4. Initially, the Village will pay for all Village staff salaries related to any EOC activation and will send appropriate invoicing / records to the RDKB for future reimbursement under a specific emergency event's task number.
5. No employee shall be allowed to bank overtime hours related to working in an EOC.

Initially approved at meeting #24-15 on September 8, 2015.  
Next scheduled review on September 6, 2016.