

Emergency Pay Employee Handbook Policy

1. Applicability

- A. The purpose of this policy is to establish a comprehensive plan for pay, leave, and reporting requirements during an emergency declared by City Council. This policy is applied uniformly, regardless of any presidential declaration. The policy is intended to comply with Florida Statute 252.36, covering short-term situations, lasting less than seven calendar days. A disaster situation lasting more than seven calendar days will necessitate re-evaluation of this Emergency Pay Policy.
- B. Emergency Pay shall go into effect after an Emergency Declaration has been made by City Council and when the City adjusts work schedules for Emergency Operations. Emergency Pay will cease when schedules return to regular shifts or as identified by City Manager or designee
- C. Employees may be required to report to work during an emergency. Determinations of who is required to report are made on an incident-by-incident basis and will be determined by Department Directors or designee.
- D. When a hurricane is imminent, additional staffing may be required when the Emergency Operations Center is activated to a level 1. The additional staff will be required to pre-position at their work areas and stand-by waiting for the hurricane to pass as an emergency protective measure to be ready to respond immediately to damages due to the hurricane and to protect lives and public health or safety.

2. Definitions

- A. Disaster - natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in an emergency declaration.
- B. Emergency – any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.
- C. Emergency Declaration - a Resolution made by City Council that a disaster or imminent disaster may exceed current policy spending thresholds and authorizes the City Manager or Finance Director to execute necessary response and/or recovery capabilities.
- D. Emergency Operations Center (EOC) - centralized location of emergency response and recovery support operations during incidents.
- E. Emergency Pay – Additional pay for hours worked during the emergency declaration.
- F. Emergency Standby Mode – Employees at work on City premises and engaged to wait to respond to damages or public health and safety during an Emergency Declaration.

Emergency Pay Employee Handbook Policy

G. EOC Activation Levels

Level 1 Full Scale Activation of EOC - The EOC will be staffed by essential personnel and all Emergency Support Functions.

Level 2 Partial Activation of EOC – The EOC will be partially staffed with necessary personnel and emergency support functions.

Level 3 Monitoring Activation of EOC – This is a monitoring phase and this policy does not apply to this level.

D. Operational Period – Period of time scheduled for executing a given set of operational actions, typically for a twelve (12) hour duration.

E. Unforeseen Circumstances - Unanticipated event or situation that requires immediate attention and response.

3. Compensation

A. Compensation for employees not required to work:

1) Employees released from duty during their shift due to the emergency shall receive Emergency Administrative Leave with Pay for the number of scheduled work hours not worked.

2) Employees not required to work due to the emergency will receive Emergency Administrative Leave with Pay for the leave time to cover regular scheduled hours that occurred during the closure.

B. Compensation for non-exempt employees required to work:

1) Non-exempt employees, including part-time employees, will be paid at straight time for their regularly scheduled hours worked during the emergency.

2) Non-exempt employees, including part-time employees, will also receive double-time emergency pay for all hours worked during the emergency period.

C. The Emergency Administrative Leave with Pay hours and the regularly scheduled hours worked will count as hours worked for the purpose of computing overtime. The Emergency Pay double time code will not count as hours worked for the purposes of the computing overtime.

D. Compensation for exempt employees required to work:

1) Exempt employees will be paid straight time for all hours worked during the emergency in addition to their normal salary schedule.

4. Other Emergency Pay Criteria

A. Sleep time and other time spent in an Emergency Standby mode shall be included as hours worked for employees who are required to report to work and are not permitted to leave the work site premises during the emergency period.

Emergency Pay Employee Handbook Policy

- B. Hours will not be counted twice for purposes of emergency pay and overtime for the same hours worked under any terms of this policy.
- C. Certain Collective Bargaining Agreement provisions, if applicable, will not apply during the defined Emergency Declaration, including, but not limited to, overtime provisions, shift differential, LIUNA standby pay, call-in/on-call, notice of shift change, and holiday pay premium.
- D. Should a City observed Holiday fall during an emergency period, the emergency pay policy provisions will apply and holiday pay policies will not apply.
- E. Auto lunch deductions for non-exempt employees will be removed from Kronos during the emergency pay period.
- F. Employees reassigned from their regular duties during the emergency period will be paid their regular hourly rate or salary and not the pay rate for the services they are performing.
- G. Preparatory activities in anticipation of a declared emergency, such as when a hurricane is approaching, or wind-down activities after a declared emergency period (storm drain clearing, debris clean-up, water main breaks, etc.) will be compensated in accordance with the regular CBA and/or policy provisions.

5. Additional Policy Criteria

- A. Employees who are required to work and fail to report for work during an emergency period shall be subject to disciplinary action, up to and including termination.
- B. Employees who are on a non-work status both immediately before and after the City was closed, such as may be the case for Workers' Compensation claimants, those performing military duty, those on Family Medical Leave, or other applicable leaves, shall remain in that status and not be required to report to work rather than receiving Emergency Administrative Leave with pay.
- C. An employee, who is on approved vacation and/or sick leave and is not required to report to work for the emergency, shall be charged the leave for which they were previously approved and will not receive emergency pay for the emergency period.
- D. An employee who is on a regularly scheduled day off and is not required to report to work, will not receive emergency pay for the emergency period.
- E. The City Manager or designee shall have the authority to cancel some or all approved leaves.
- F. In some cases, an early dismissal may be granted to allow employees time to prepare their personal homes and families for such expected emergency event. The dismissal time(s) may vary by department. Employees who depart before

Emergency Pay Employee Handbook Policy

the time set for dismissal are charged appropriate leave in accordance with paid time off policies.

G. With prior authorization from Department Directors, any employee who is unable to report to work during a declared State of Emergency may use personal leave, vacation leave, or sick leave (supported by a physician's statement) to compensate for the time missed. Requests by employees to be excused from work must be arranged in advance of the emergency or, in the case of unforeseen circumstances, reported to the appropriate authority as soon as possible prior to the beginning of the employee's work shift.

6. Payroll Instructions

A. All hourly employees who report during the emergency period are required to punch in/out in the timekeeping system.

B. Time punches shall not be deleted from the timekeeping system at any time.

C. Follow codes and descriptions below for assistance with timecard coding:

Hours Code (GF/UT)	Code Description	Use of Code
HD	Emer Admin Leave	Pay for employees to cover regular scheduled hours who are at home during closure.
47/97	Emergency Pay Str	Non-Exempt: Replace Regular Pay code with this code for regular scheduled hours. Exempt: Add line for all hours worked for emergency pay.
45/95	Emer Dbl Pay	Non-Exempt: Add line for all hours worked for emergency pay during emergency period.