

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

SUBJECT: Pasco County Emergency Pay Policy

SECTION: 800 - Human Resources

Approved: 9/1/2017

POLICY NUMBER: 800-25

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Pasco County Emergency Pay Policy

Policy:

It is the policy of Pasco County to set up special compensation provisions for employees who work during an "emergency." "Emergency" shall include, but not be limited to, natural disasters such as hurricanes, floods, storms, etc. It is also the policy of Pasco County to outline the responsibilities of its employees before, during, and after the existence of an emergency.

All employees of Pasco County will be required to work before, during, or after an Emergency. All employees are required to call their Supervisor, Department Director, or the Emergency Operations Logistics supervisor at the Emergency Operations Center in order to receive instructions on where and when to report. Employees who fail to contact one of the above during an emergency will be subject to immediate disciplinary action up to and including termination.

Procedure:

- A. Full time and part time employees will all be required to be available to work either before, during or immediately after an emergency occurs. Exactly when and where an employee shall be required to work will be determined by either their Department Director, the Assistant County Administrator for Public Safety, or the County Administrator or designee. All non-exempt employees who are required to work shall be paid their regular rate of pay for all hours worked unless those hours result in overtime, in which case payment will be at time and one half for all hours worked above 40 hours per week.
 1. All employees will be required to complete an *Emergency Preparedness Form* between May 1 and May 31, each calendar year. This form will include information about special skills an employee possesses (IE CDL, forklift operator, etc.). Additionally employees will list what their anticipated plan is during an emergency for them and their immediate family. This form will also allow employees to request a waiver for certain medical or family related issues. In order for a waiver to be valid, the form with the waiver request must be turned in to Human Resources no later than May 31 of each year, and approved by the Human Resources Director.
 2. If an employee and their spouse both work for the County, they may both be required to work; however, the County shall allow them to work different

shifts if requested. This also applies to employees whose spouse works for the Sheriff's Department or another first responding agency, as determined by Human Resources.

- B. In the case of any government closings that result from an emergency, all employees will be required to contact either their supervisor, Department Director, or call the Emergency Operations Center and speak to the Logistics supervisor in order to find out when and where they will be working. Employees should not assume that they are not required to work based solely on any media or news reports regarding closings. All employees, regardless of current position, will be expected to work at least one shift either immediately before, during, or immediately after an emergency. Employees may be required to perform their normal duties before, during or after the emergency; or they may be required to perform work specific to an emergency event.
(ie. Working inside the Emergency Operations Center, Evacuation Shelters, etc.).
- C.
 - 1. All employees will be given a time and a location where they are to report in the event of an emergency. This information will either be distributed prior to an event if time allows, or may be conveyed to employees after they call their supervisor, department director or the Emergency Operations Center Logistics supervisor. Full time and part time employees will be expected to put in their normal hours during the week of any emergency event.
 - 3. Employees may be required to work flexible hours in order to ensure that they are able to work a complete week. Working a flexible schedule may be necessary in order to accommodate the needs of the County during the Emergency. Hours that are not made up during the week will result in leave time being charged unless the County Administrator deemed it unsafe to work, in which case employees that are short of 40 hours and are not able to make up those hours, will be paid emergency closure leave. All hours worked will be paid at regular time unless overtime applies for hours over 40.
 - a. Non-exempt employees who had their shift modified with less than 24 hours-notice and were forced to work either a weekend shift (Saturday or Sunday); or a shift other than their normal shift where the majority of hours were between 11PM and 7AM, shall be paid a \$1.00 per hour emergency activation rate for those hours. This differential will not apply if the employee was given more than 24 hours-notice or worked their regular shift.
 - 3. In the event an employee signs up or is told to report at a certain time

and then is later ordered not to report, the employee shall not be docked those hours if that cancellation results in the employee working less than their regularly scheduled number of hours during the week. Employees who fail to show up for a shift or who do not sign up to work will be charged leave hours and may be subject to disciplinary action up to and including termination in accordance with County policy.

- D. The County Administrator may at any time during an emergency, make a declaration "Suspending All Government Operations". The County Administrator or his/her designee may "suspend all government operations" when conditions are such that no work is able to be performed due to the nature of the emergency. (ie. During a Hurricane type of Emergency, the County Administrator may declare "operations suspended" when wind speeds reach in excess of 40 mph and conditions outside are not safe for travel and/or work). Non-exempt, non-"emergency response personnel" ("Emergency response personnel" is defined as Fire Rescue, Emergency Communications, Emergency Management) who are working during this designated time period, will receive time and one half for all hours worked during the time in which "All Government Operations are Suspended" regardless of other hours worked during the pay period. County government operations being closed to the public alone does not satisfy this requirement, nor does any media report regarding a government closure.

- E. Under certain emergency or disaster conditions, Exempt Employees may be required to work extended hours due to the nature of the emergency. Exempt employees¹ may be authorized for additional payment in such situations. The duration as well as the circumstances under which such payment will be made, will be at the discretion of the County Administrator, under the following guidelines:
 - 1. The County Administrator shall determine, on a case by case basis, whether exempt employees are to be reimbursed for additional hours worked during an Emergency. As part of the County Administrator's deliberation, he or she shall include such factors as the hours spent working on the event, the extent of damage incurred in Pasco County from the event, whether or not the event occurred mainly during normal business hours, and other extenuating circumstances that may come to his or her attention.

¹ This policy does not apply to the County Administrator or to the County Attorney

2. For a qualified event, as determined in E(1), exempt employees may be compensated as follows:
 - a. At the employee's regular rate of pay for the additional hours worked; or
 - b. Compensatory time off (which must be requested using the normal leave approval process) at the employee's discretion.
3. Department Managers are to track all hours worked by all exempt employees within their department and turn those hours into Payroll.
4. All compensated hours worked during the event will be paid along with the regular biweekly paychecks, but will be coded on the check stub as a separate item.

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