



# ADMINISTRATIVE POLICY & PROCEDURE MANUAL

**SECTION:** Personnel (3000)

**POLICY NO.:** 3101.1

**ADMINISTERING DEPARTMENT(S):** Human Resources

**SUBJECT:** Emergency Employee Deployment and Compensation Procedures

**Purpose:** To establish emergency hurricane, severe storm, civil disaster, or other emergency operational and deployment procedures; and to establish guidelines for compensating regular employees during such events.

**Policy:** Whenever a state of emergency has been declared due to a hurricane, severe storm, civil disaster, or other emergency conditions, the City Manager, or his/her designee, is authorized to close all, or selected City facilities and operations as deemed necessary. The City Manager will determine the specific emergency time period during which all or selected City facilities and operations will be subject to the provisions of this policy.

**Definitions:**

Essential City services are those public safety, health and welfare related municipal services, facilities, and operations that the City Manager, or his/her designee, determines are to remain open and operational during a hurricane, severe storm, civil disaster, or other emergency.

Non-essential City operations are those municipal facilities and functions that the City Manager, or his/her designee, determines will not remain open and operational during a hurricane, severe storm, civil disaster, or other emergency.

**Administrative Repeal:** The provisions contained herein shall supersede and replace all prior policies and procedures regarding this subject.

William B. Horne 10/28/04  
William B. Horne II, City Manager Date

Effective Date:  
Amended or Reissue Date:  
Reference(s):  
Statutes: \_\_\_\_\_ Ordinances: \_\_\_\_\_ Resolutions: \_\_\_\_\_ Legal Opinions: \_\_\_\_\_  
Administering Department \_\_\_\_\_ Policy Committee \_\_\_\_\_



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### Employee Emergency Deployment Procedures

A department director, or his/her designee, may designate City employees as primary or secondary response employees in an effort to prepare for, respond to, and recover from a hurricane, severe storm, civil disaster, or other emergency. Employees who are designated as primary response employees shall be required to report to work at the beginning of their assigned shift, work their entire shift, and be prepared to work any overtime hours as may be required under emergency conditions. Designated primary response employees are also subject to being called in to work on non-duty days. Employees who are designated as secondary response employees shall be notified of the specific days and/or hours they are not to report to work. Secondary response employees within each department may be relieved from duty by their department director, however, they shall (1) contact the City emergency services phone number (562-4100) for directions and remain in periodic contact with their supervisor or other designated representative in accordance with departmental procedures; (2) be available to respond to call back assignments as directed; and/or (3) report to work their scheduled work shifts and any overtime hours required in preparation or recovery from the emergency. It is understood that any employee's designation may change from primary to secondary or secondary to primary depending upon the type of emergency that exists, and upon the phase of response to that emergency. The provisions of this policy apply to the employee's designation for each duty period of time worked.

Upon receiving approval from the City Manager, or his/her designee, department directors may authorize primary response employees to leave work early on administrative leave with pay prior to an anticipated hurricane, severe storm, or other emergency to secure their homes and make arrangements for the security of their family during the emergency. Unless the City Manager authorizes the closure of City facilities and operations that affect an employee's work unit, secondary response employees are expected to fulfill their scheduled work shift as assigned. In the absence of City Manager approval, secondary response employees who desire to leave work early to prepare for the anticipated emergency may request personal leave (vacation or floating holiday), subject to the approval of the department director or his/her designee.

Primary and secondary response employees who anticipate that they may not be able to fulfill their job assignment due to extenuating circumstances are required to report such concerns to their department director, or designated departmental representative, as soon as possible. Department Directors will evaluate these concerns and determine if the employee may be excused from his/her responsibilities during the emergency. The employee may then request leave in accordance with this policy for any scheduled work shifts they anticipate that they will be unable to fulfill. In the absence of unanticipated extenuating circumstances beyond their control, any employee who does not properly fulfill his/her job responsibilities to report to work and perform his/her job assignments as required may be subject to appropriate disciplinary action, up to and including dismissal.

### Employee Compensation

Primary response employees who are scheduled to work, or who are called back to work to perform essential services, are required to continue working their assigned work shift(s), and any overtime hours that are assigned to them by their supervisor. All primary response employees in positions that are not designated as exempt from overtime provisions of the Fair Labor Standards Act will be compensated at their regular hourly rate for all hours worked, including any applicable pay differentials and FLSA overtime compensation for hours actually worked during the work week or duty cycle. To supplement regular pay for all hours worked, hourly employees who actually work during the specified emergency time period for the affected work unit as established by the City Manager will also receive



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an emergency compensation pay differential that is equivalent to one-half of the employee's hourly rate of pay for all hours worked during the applicable time period. The City Manager may authorize the additional half-time emergency compensation pay differential for other non-routine hours worked that are outside the employee's regularly scheduled work shift immediately before or after the specified emergency time period, providing the non-routine work hours are directly related to emergency preparation and recovery work. Department Directors must obtain the approval of the City Manager, or his/her designee, for any emergency compensation pay differential for hourly employees performing emergency related work that is outside the specified emergency time period established by the City Manager by submitting a written request to Human Resources. Other regularly scheduled shift hours that are worked by employees immediately prior to or after the specified emergency time period established by the City Manager are not subject to the additional emergency compensation pay differential.

Any employee who is off duty during the specified emergency time period as established by the City Manager is not eligible to receive the additional half-time emergency compensation pay differential or administrative leave with pay. Primary response employees who complete their assigned work shift and are required by the department director to remain on site due to emergency conditions shall be compensated in accordance with this policy for all hours they are required to remain on site.

Secondary response employees who are relieved from duty during the specified emergency time period applicable for their work unit shall receive administrative leave with pay for all regularly scheduled work shifts or balance thereof. Secondary response employees who are on previously approved leave that was not revoked prior to the specified emergency time period are not eligible for administrative leave with pay under provisions of this policy.

Primary response SAMP employees in salaried FLSA exempt positions who are required to work during the emergency will receive their regular salary and additional vacation leave at the rate of one hour of vacation leave for each two hours actually worked during the specified emergency time period. These employees will account for this time on the FLSA Exempt Employee Certificate of Hours Worked During a Designated Emergency Form contained in this policy. This form will be verified by the employee's immediate supervisor and forwarded to Human Resources for processing.

### **Leave Requests During An Emergency**

Department directors are encouraged to review, and whenever reasonably practical, accommodate previously approved leave requests submitted by employees to be absent from work immediately prior to, during, and/or following an emergency, if in the department director's opinion the employee's absence will not adversely affect the City's ability to effectively respond to the emergency. However, all employees are subject to having previously approved leave cancelled, and new requests for leave denied, based upon an overriding organizational need to have the employee report for duty to fulfill their job assignments during an emergency.

All employees who anticipate being out of town and unavailable to respond to call back assignments in recovery from an emergency have a responsibility to discuss their plans with the department director and request to be relieved from call back responsibilities for the anticipated duration of the emergency. The department director will evaluate the employee's reasons for the request to be relieved of possible call back responsibilities and notify the employee of his/her decision as soon as possible. All employees who request sick leave immediately prior to, during, or in recovery from an emergency may be required by the department director to submit appropriate medical documentation to verify their sick leave request.



**SAMP TIME SHEET  
EMERGENCY HOURS**

<b>Name:</b>	<b>Payroll Period:</b>
	<b>Payroll I.D. #</b>

Week 1	Sat	Sun	Mon	Tue	Wed	Thur	Fri
<b>Date</b>							
<b>Start Time</b>							
<b>End Time</b>							
<b>Hours Worked</b>							

Week 2	Sat	Sun	Mon	Tue	Wed	Thur	Fri
<b>Date</b>							
<b>Start Time</b>							
<b>End Time</b>							
<b>Hours Worked</b>							

**Total Hours Worked During Emergency** \_\_\_\_\_

I hereby certify that I have accurately stated the number of hours actually worked during the designated emergency for this pay period.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payroll Preparer's Use Only:**

**Prepare benefit adjustments for this employee:**  
(2 hours worked = 1 hour of vacation accrued)

\_\_\_\_\_ Hours = \_\_\_\_\_ Vacation Hours

Record only the hours worked during the emergency period.  
Forward the completed form to Human Resources for processing.