

Disaster Preparedness Work/Pay Policy

City of Dunedin, Florida

PURPOSE:

To establish guidelines for reporting to work before, during and after emergency/disaster situations in which Dunedin employees are involved and to determine a uniform policy for compensation of those hours worked for payroll purposes.

POLICY:

When a state of local emergency is declared by the City Commission or Board of County Commissioners, the City's Emergency Operations Center (EOC) will be activated. All employees are required to report for their normal working hours unless otherwise directed by their supervisor. Department Heads will communicate with their Division Directors/Managers and/or Supervisors to identify and coordinate the required essential workforce, based on the specific event and specific staff emergency category (i.e. A, B or C). Supervisors will inform employees of the employee's necessity to report or not to report to work as determined by his/her category. Category A and B employees who are required to report to work, will be classified as "Essential Employees". The supervisor will advise these employees of the time, date, and place the employees are to report. Where practicable, and if needed, essential employees will be given a minimum of four (4) hours to go home and make the necessary preparations to secure their family and property before returning to work. During this time, those employees who will not have to stay on premises for the event are expected to assist with any preparation of city facilities or other tasks as directed.

RESPONSIBILITIES:

Pre-Emergency Conditions

All available employees are required to work regular and overtime hours, as assigned. Non-exempt, non-bargaining unit employees will be paid the overtime rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per week. Bargaining unit employees will be paid according to the provisions of their contract.

If an employee has scheduled annual leave or is on annual leave when the emergency declaration is made, the department head/division director may approve the leave, disapprove the leave, or mandate the employee's return from leave. An employee who is already out on approved sick leave will not be required to report to work unless the leave will end before the start of the emergency event.

Emergency Conditions

For the purposes of pay, the City Manager or designee will determine the period of emergency conditions. Essential employees (exempt and non-exempt) are required to work regular and overtime hours as deemed necessary, and stay on premises as needed until released. Non-exempt employees will be compensated for all hours worked at the rate of one and one-half times their regular rate of pay. Exempt employees will be paid according to the schedule below.

During an emergency/disaster situation, when an employee reports to work, they may be assigned to another area in the City as work requires. Phone calls are not an acceptable alternative to reporting for duty. Once an employee has reported to work and the supervisor has contacted the EOC, they may be sent home and placed in a stand-by status. Employees who fail to report for duty when required will be charged leave without pay and discipline may be issued.

PAYROLL:

All hours worked during an employee's normally scheduled hours will be paid as regular work hours. For most emergency related events, all time worked must be properly documented on an ICS-214 form or other approved form as advised. EOC staff will notify supervisors when the form must be completed, based upon the declared emergency.

Timecard processing and paycheck distribution will occur on the normal schedule unless instructed otherwise. If the emergency/disaster necessitates a change in the payroll processing schedule, supervisors will be notified.

Payroll Procedures for Non-Bargaining Employees:

During a declared emergency, non-bargaining unit employees who are instructed by their supervisors not to report to work will be paid administrative leave at their regular hourly rate, for a maximum of three (3) consecutive business days, regardless of exempt or non-exempt status and regardless of hourly or salaried status. Employees who are sent home by their supervisors prior to completing their normal shift will be paid administrative leave for the remaining hours of their shift. During a declared emergency, non-exempt employees who continue to be directed not to report to work beyond three (3) consecutive business days may request to be compensated through their available leave banks (i.e. compensatory time, annual/vacation leave). Employees who have exhausted any of these banks will be permitted to continue to draw on the bank, creating a deficit that will be replenished upon return to work when leave accruals resume.

Exempt employees who continue to be directed not to report to work beyond the three (3) consecutive calendar days referenced above may request to be compensated through their available leave banks when closure involves an entire workweek. Employees not required to report to work will have the responsibility to contact, with reasonable effort, their supervisor prior to the employee's regularly scheduled shift to receive instructions regarding when and where they should report to work.

Under declared emergency conditions, the City Manager or designee may elect to change the initial three (3) day period to either a lesser or greater number of days. The City Manager may also limit the administrative leave period to one or more departments, or all City departments. Employees on paid or unpaid leave e.g., vacation, sick leave, normal day off or unpaid leave of absence shall not be eligible for the administrative leave pay as described above.

Essential non-exempt employees assigned to work during an excused absence period will be paid one and one-half times their regular rate of pay for all hours worked during the excused absence period. Part-time employees will only be compensated for hours worked during the emergency or office closure. Hours worked should be tracked by the supervisors as time clocks may not be available in a disaster. For overtime calculating purposes, non-disciplinary related administrative leave is considered as hours worked.

Exempt employees who work outside of their normal scheduled hours or days off will be paid as follows:

- (a) Pay Plan exempt positions grade 24 and below will be eligible for overtime for hours worked outside their normal schedule according to the E.S.S.R., Section 14.04 for storm or emergency related duties. Compensatory time can be earned in lieu of overtime pay if the employee chooses. For payroll purposes, these employees will have their salaries converted to an hourly rate if required to report as an Essential Employee. The total of 2,080 annual hours of work shall be used to convert the annual salary to an hourly wage. For purposes of counting hours worked for overtime, holidays and non-disciplinary related administrative leave shall be included, but no other type of leave shall be counted.
- b. Pay Plan exempt positions grade 25 and above will be paid straight pay for hours worked over 50 hours during the pay week. Employees who regularly work a 56-hour work week will receive straight pay starting with the eleventh hour worked for storm hours that are outside of their normal scheduled hours. Compensatory time can be earned in lieu of overtime pay if the employee chooses. For the first ten hours worked above 40 hours in each pay period, exempt employees in this category will receive compensatory time.

Payroll Procedures for Employees with a Collective Bargaining Agreement:

Employees who are in a bargaining unit will be compensated according to the Overtime and Work Schedule article of their collective bargaining agreement.

OTHER IMPORTANT INFORMATION:

All employees are required to report to work when regular City business and operations resume. Notice of commencement of regular City business will be released and communicated via text, voicemail, email, social media, and/or available local media.

FAILURE TO REPORT FOR DUTY WHEN ASSIGNED:

Any employee who is required to report for duty during an emergency operations period and fails or refuses to report for duty and/or perform duties as directed will be subject to discipline, up to termination from employment. Failure to monitor on-call or stand-by phone numbers and respond to calls will constitute a failure to report. The only exception to this policy will be for employees who are medically unable to report or perform as directed, or where the employee is on pre-authorized Family Medical Leave Act (FMLA) or other authorized leave during the emergency operations period. For non-FMLA medical conditions, the City will require after-the-fact medical verification of medical conditions and reserves the right to require second opinion examinations. An employee who is absent for three (3) consecutive days without proper notice may be interpreted as having abandoned his/her job.


SEOC/FEMA Initiated Emergency Deployment

The City may deploy personnel to render aid and assistance to other jurisdictions within the State of Florida or out of state in accordance with the State Emergency Operations Center (SEOC) and/or Federal Emergency Management Agency (FEMA) initiatives. In order to be deployed, an employee must have a valid SEOC Task Number. The employee will be paid his/her normal rate of pay for all hours worked, including travel time. Overtime will be paid in accordance with this policy, the Fair Labor Standards Act *and* the provisions spelled out in the City's current labor agreement. All time worked must be properly documented on an ICS-214 form. Assigned rest periods are not considered to be hours worked. Work periods are limited to sixteen (16) hours per day by the State.

EFFECTIVE DATE OF POLICY: June 1, 2018

Approved:


Jennifer K. Bramley, City Manager


Douglas P. Hutchens, Deputy City Manager


Theresa E. Smalling, Director of Human Resources & Risk Mgmt.