

## DISASTER PREPAREDNESS PAY POLICY

**PURPOSE:** The purpose of this pay policy is to establish a guideline for responding to an emergency/disaster situation as well as determining how to treat hours worked for payroll purposes.

**POLICY:** When an emergency/disaster situation occurs, all employees are required to report for their normal working hours as usual unless the City Manager has directed otherwise. An employee absent on pre-approved leave may be required to return to work. Those employees who fail to report for duty will be charged leave without pay and discipline may be issued. Once an employee has reported, they may be assigned to another area as needed or they may be sent home and placed on stand-by. The Department Directors will determine what staff is needed and will inform the various Division Directors on what staff to send home. All hours worked during an employees normally scheduled hours will be treated as regular work hours. Employees who are sent home by their supervisors prior to completing their normal shift will be charged administrative leave for the remaining hours. Employees who are called back to work during their normal day(s) off will be treated as call-in and paid time and one-half. Timecard processing and paycheck distribution will occur on a normal schedule unless instructed otherwise. If the emergency/disaster necessitates a change in the payroll processing schedule, supervisors will be notified.

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Director of Human Resources & Risk Safety

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Date

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Assistant City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

(Effective April 2005)