

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.*

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## **Pay During Emergency Declaration & Office Closure**

**OVERVIEW:** This procedure defines how the pay rate is determined for employees during a Governor's or Local State of Emergency and/or a Declared Office Closure.

**SCOPE:** This procedure applies to all classified and [Senior Management FRS](#) employees of the Board unless otherwise noted. Participation in emergency activation is considered a condition of employment. All County employees are essential and important to the organization for the emergency service delivery system.

**ELIGIBILITY:** Once Alachua County is included in a Governor's declared State of Emergency, or a Local State of Emergency (LSE, and collectively called Emergency), whichever happens first, salaried and hourly employees will receive compensation based upon the conditions outlined below. The Administrating Official will designate the commencement and conclusion of the Emergency compensation via memorandum.

**DEFINITIONS:** Work assignments during an Emergency and work classification tiers assigned to an employee are determined by Emergency Management and Human Resources. All employees are assigned to one of the following tiers.

**Tier 1:** An employee designated by the County, who is required to report to their regular work assignment to assist with the department's essential functions as designated in the department's Continuity of Operation Plan or emergency operating procedures during all phases of an Emergency.

**Tier 2:** An employee assigned to the Emergency Operation Center as defined by the EOC Organization Chart.

**Tier 3:** An employee who is pre-designated to a critical function in preparation for and during an Emergency. If the function is not activated, these employees can be reassigned to any other emergency role. Examples include but are not limited to: Community Support Services supports shelters, 311, and family reunification, Parks supports PODS.

**Tier 4:** An employee designated as Emergency Ready Reserve will assist with assigned functions. Employees may be reassigned to other work areas, locations, and work hours altered in order to ensure continuation and restoration of community services, maintain safety, and fulfill the County's responsibilities to its citizens. Reassignment may include, but is not limited to, support of the following:

1. County Shelters
2. County Staging Area(s)
3. Volunteer Reception Center
4. Point of Distribution Sites (PODs)
5. Food or Services Distribution Sites
6. Feeding Stations
7. Sandbag Filling Stations
8. Disaster Recovery Centers
9. Emergency Operation Center or Associated Facility
10. Reunification Center
11. Family Assistance Center

**PROVISIONS:**

**1. Declared Office Closure and Emergency Pay.**

- a. Once the County goes under a State of Emergency, and the Administrating Official has declared that County offices are closed, all classified workers (salary, hourly) will be compensated as follows:
  - i. Tier 4 employees who have not been activated will receive compensation for their regularly scheduled hours and shall use **Emergency Office Closure** leave code. This leave is not included in overtime calculations.
  - ii. Tier 1-4 employees who are activated will receive double [their regular rate of pay](#) for all hours worked during an Emergency unless the employees fall under a CBA which designates the pay for emergency events.
  - iii. Employees who have received a pre-approved exception from Human Resources prior to the office closure shall receive Emergency Office Closure leave.
- b. All work performed during a declared office closure must be directly in preparation for, response to, or recovery from an Emergency. Work performed includes an employee's time at their designated worksite after their designated shift time has ended, but the employee has been instructed

by Human Resources or the Safety Officer they are unable to leave due to safety concerns and must remain at the worksite.

- c. Employees who fail to report or respond to requests for emergency staffing assignment will be required to use accrued leave for the declared office closure and may face disciplinary action up to and including termination.
- d. In the event an employee has requested leave, and the leave request has been approved and there is a declared County closure on that day(s), the employee will be charged for that approved leave. However, if the employee requests the withdrawal of the leave on the day of the closure, and the employee is available to work that day, the leave will be withdrawn. The employee must notify their supervisor of their availability prior to the closure. If deemed necessary the employee may be called in to work that day.
- e. Exception to the General Rule- Those in the Senior Management FRS classification will receive straight pay on the regular rate of pay for any hours worked outside their normal working hours. Any hours worked during their regular working days, including days that are a declared closure, will be considered regular hours.

**2. Working Outside of Normal Office Hours While Under a Governor's and/or Local State of Emergency (No Declared Office Closure).**

- a. There may be instances where the County is under a Governor's and/or Local State of Emergency but County offices remain open (i.e. there is no Declared Office Closure).
- b. Work performed outside of normal office hours in preparation for, response to and recovery from an Emergency will be compensated at the double rate the regular rate of pay for all hours worked beyond the employee's regularly scheduled workday for up the first 30 days of the event. This is based on the Administrating Officials commencement and conclusion memorandum guidelines and will determine what type of recovery work is eligible for emergency pay. If the event extends beyond that time, the Administrating Official shall evaluate the circumstances and pay rate at least every 30 days.
- c. Work performed outside of normal office hours during a Governor's and/or Local State of Emergency that is not part of the preparation for, response to, or recovery from an Emergency (i.e. the employee's regular job duties) will be compensated based on the County's regular policy for overtime work for hourly and salary employees.
- d. Exception to the General Rule (Senior Management FRS)- Those in the Senior Management FRS classification will receive straight pay on the regular rate of pay for any hours worked outside their normal working hours. Any hours worked during their regular working days, including days that are a declared closure, will be considered regular hours.

- e. Exception to the General Rule (Activation-Excluding Senior Management FRS)-Tier 2 and Tier 4 employees who have been activated to assist exclusively with the Emergency during an operational period and have otherwise been diverted from their regular work duties will receive double time of their regular rate of pay for all hours worked on the Emergency while activated. For any hours spent on their regular duties, or while not activated, these employees will be paid at their regular rate of pay.
3. The County shall make a reasonable effort to release employees from work prior to, during, and after an Emergency to take care of personal and family related safety matters. It is the responsibility of employees to prepare and make arrangements for family and personal needs in advance of the Emergency.
4. **Record Keeping**
- a. All hours worked (regular and overtime) in preparation for, response to, or recovery from an Emergency must be documented on an ICS 214 form and submitted as directed within 48 hours of the end time listed on the ICS 214 form.
  - b. All hours worked after the commencement of the Emergency shall be documented on an emergency timesheet and clearly describe the work performed including regular work, preparation for, response to, or recovery from an Emergency. The hours will be reviewed by the employee's department and Human Resources within the current pay period during the Emergency.