

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

Policy No.: 5-26
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Additional Pay in the Event of a Declared Emergency

OVERVIEW: This policy establishes eligibility for additional compensation for exempt and non-exempt employees (where applicable) (as defined by the Fair Labor Standards Act) under the Board of County Commissioners, during a declared State of Emergency.

SCOPE: This policy applies to all exempt and non-exempt employees (where applicable) of the Board of County Commissioners covered by these Employee Policies.

1. PROVISIONS:

1. Eligibility.

In the event the Board of County Commissioners declares a State of Emergency, exempt employees (as defined under the Fair Labor Standards Act) of the County who perform essential services may be required to work hours in excess of their regular schedule, as deemed necessary by the appropriate Administrating Official. Under this Declaration of Emergency, exempt employees shall be compensated for emergency duty hours assigned in excess of their regular bi-weekly work schedule.

2. Authorization.

The appropriate Administrating Official shall authorize compensation for exempt employees for all hours in excess of their regular bi-weekly work schedule that are spent performing essential services during a declared State of Emergency. Only employees performing related emergency work and approved to perform such work by the appropriate Administrating Official shall receive compensation.

3. Payment.

Compensation for these excess hours shall be paid at a straight time rate that is calculated by dividing the employee's bi-weekly salary amount by his/her bi-weekly scheduled hours. There will be no substitution of compensatory time for payment of excess hours.

4. Record Keeping.

a. All hours worked in excess of the employee's regular bi-weekly schedule shall be documented to define duties performed and hours of work.

b. All hours worked in excess of the regular bi-weekly schedule shall be entered on time sheets and identified by codes determined and announced by the Clerk of the Court.

5. Employees (exempt and non-exempt) who work in a Shelter during a declared State of Emergency ("Shelter Staff") shall receive additional compensation for every hour worked. The additional compensation amount shall be determined by the start of every Hurricane season by the Human Resources Department and the Office of Management and Budget with approval by the County Manager. The compensation amount and

method of disbursement will take into consideration the needs for Shelter Staff as well as the available budget.

- a. For the purposes of Shelter Staff, “Shelter Manger” and “Shelter Employees” will be considered two separate classifications and will be compensated at a different rate.



County Manager



County Attorney

