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Title:	EMERGENCY WORK ASSIGNMENTS	
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2.17 EMERGENCY WORK ASSIGNMENTS

PURPOSE

To provide a work assignment and compensation procedure for implementation during an emergency event.

POLICY

1. Upon the declaration of a state of local emergency by the City Manager or City Commission, and throughout the term of the declared emergency, all employees are subject to work or return to duty as directed in order to ensure the continuation and restoration of services, to maintain safety in the City, and to ensure the City's responsibility to its citizens are fulfilled.
2. During a declared emergency the City Manager or designee may assign any duty to an employee, as long as the assignment does not violate state or federal law. Emergency assignments may include an employee from one department serving in an emergency capacity or function in another department.
3. The City will make a reasonable effort to release employees from work prior to, during, and after an emergency condition to allow employees to take care of personal responsibilities, such as family and property needs.
4. The City Manager may authorize emergency pay during a declared emergency. Emergency pay will not be authorized for emergency events that are anticipated to last for an indeterminable duration, such as a pandemic.

A. EMERGENCY PAY FOR ACTUAL HOURS WORKED

1. Non-exempt full-time and regular part-time employees. A non-exempt full-time and regular part-time employee who works during a declared emergency will be compensated at one and one-half times the employee's regular rate of pay if non-essential personnel are not required to work.
2. Exempt full-time employees. An exempt full-time employee who works during a declared emergency will be compensated at straight time for all hours worked in excess of 40 hours per week.
3. Temporary and seasonal employees. An employee in temporary or seasonal full-time or part-time position who works during a declared emergency will be compensated at straight time for all

hours worked up to 40 hours per week, and one and one-half their regular rate of pay for all hours worked in excess of 40 hours per week.

4. Union employees. Union employees will be compensated according to their respective Collective Bargaining Agreement.

B. EMERGENCY LEAVE PAY

1. Non-exempt and exempt full-time and regular part-time employees:
 - a. An employee who is not directly involved in emergency operations or essential functions may be dismissed from work and/or directed to stay at home or another secure location during the term of a declared emergency. The City Manager may authorize paid (emergency) leave at straight time for the normal scheduled workday.
 - b. An employee may choose to use annual leave, personal leave, or compensatory time for any work hours not authorized as paid (emergency) leave.
 - c. Paid (emergency) leave must not be counted as time worked for the purpose of calculating overtime. An employee previously scheduled for paid or unpaid leave during a declared emergency will remain in their leave schedule and will not receive paid (emergency) leave.
2. Temporary and seasonal employees:
 - a. When the City is closed for business due to a declared emergency, temporary and seasonal full-time or part-time employees will not be compensated for the hours they do not work.
 - b. The City Manager will determine when employees are to return to a regular work schedule. An employee who, without proper authorization from their Department Director, fails to return to work within three consecutive workdays of the City Manager's declared return to work date will be considered as having resigned from City employment.

C. LEAVE REQUESTS DURING A DECLARED EMERGENCY

Department Directors must review all previously approved leave requests for leave occurring immediately before, during, and after a declared emergency. If it is determined that the employee's absence will adversely affect the City's ability to respond to the emergency, the approved leave will be cancelled. All employees are subject to having previously approved leave cancelled, and new requests for leave denied, based on an overriding organizational need to have the employee report for duty during a declared emergency.

D. PROCEDURE

1. Emergency deployment. The City Manager, a Department Director, or designee may assign an employee with a duty related to the City preparing, responding, and/or recovering from a hurricane, severe storm, civil disaster, or other declared emergency.
2. All employees.

- a. All employees must be available to report to work at any time before, during, or after a declared emergency, including but not limited to their assigned shift. An employee must be prepared and available to work their entire shift and prepared to work any overtime hours as may be required while the City is under emergency conditions. All employees are subject to being called-in to work on non-workdays.
- b. An employee who is not required to work will be notified of the specific days and/or hours they are not to report to work. A Department Director may relieve the employees in their department; however, all relieved employees must be available to respond to a call-back assignment if directed.
- c. Any employee directed not to work must not return to work until directed to do so. However, all employees must be prepared to report back to work during their scheduled work shifts, and any overtime hours required to prepare or recover from an emergency. Employees must remain in contact with their supervisor or other designated representative in accordance with departmental procedures.
- d. An employee's designation under this policy may change depending upon the type of emergency the City is experiencing, and upon the City's active phase of response to the emergency. The provisions of this policy apply to each duty period of time worked.
- e. An employee who does not properly fulfill their job responsibilities by reporting to work and performing their job assignments as required will be subject to appropriate disciplinary action, up to and including dismissal.
- f. Department Directors must brief their employees by June 1st of every year of the employee's work responsibilities and obligations during an emergency, as well as the potential consequences for failing to comply with this policy.
- g. An employee who anticipates not being able to fulfill their job assignment due to extreme circumstances must report their concerns to their Department Director or designee by June 1st of every year. Department Directors must evaluate any concerns reported and coordinate with the Human Resources Department to determine if the employee may be excused from emergency responsibilities. Circumstances will be considered on a case-by-case basis, and the decision of the City is final. An employee's desire to evacuate out of the area will not qualify as an extreme circumstance excusing an employee from emergency responsibilities under this policy.
- h. An employee excused from work during an emergency will not be compensated under the provisions of this policy and must use accrued annual leave to remain in a paid status. An employee cannot use sick leave to cover any excused absence under this policy.

E. DECLARATION OF AN EMERGENCY BY THE CITY MANAGER

Upon receiving approval from the City Manager or designee, a Department Director will arrange for any employee required to work before or during an emergency event to leave work early on paid administrative leave prior to an anticipated hurricane, severe storm, or other emergency to secure their homes and arrange for the security of their family. Unless the City Manager authorizes the closure of City

facilities and operations that affect an employee's work unit, all employees are expected to fulfill their scheduled work shift as assigned. In the absence of City Manager approval, employees not designated to work before or during an emergency event, and who desire to leave work early to prepare for the anticipated emergency, may request accrued leave (annual or compensable time) subject to the approval of their Department Director or designee.

Guidelines for Pay During a Declared Emergency

- **The City Manager or their designee will declare the timeframe for emergency work and may authorize emergency pay.**
- **All hours for regularly scheduled shifts are paid at straight time.**
- **All overtime hours worked during the declared emergency will be paid at double-time as authorized by the City Manager.**
- **The additional half-time emergency compensation pay is not intended for emergency events that are expected to continue indefinitely. Such compensation will not extend for more than two weeks without further direction from the City Manager.**

City Closed and Pay Authorized – Storm Leave with Pay

- **Non-exempt full-time and regular part-time employee who work their regular shift will be compensated at one and one-half times the employee's regular rate of pay if non-essential personnel are not required to work.**
- **An employee's time who is on annual leave may be changed to storm leave with pay at the Director's discretion.**
- **No storm leave will be given to employees for a regularly scheduled day off.**
- **Storm leave with pay does not count as hours worked for the purposes of calculating overtime.**

Employees On-Call During Emergency

- **On-call and released to leave work will receive 1 hour of on-call time and double-time for all hours worked if called in.**
- **On-call and in standby status or working at a City Facility will be paid double-time for all hours worked outside their normal scheduled hours.**
- **Employees not on call who are called back will be paid a minimum of 2 hours at double-time.**