

Emergency Payroll

Emergency payroll will provide for pay continuance during a period of time (to be defined by the Superintendent or designee) when a District-declared emergency or natural disaster prevents employees from performing their regular duties. In the event of a non-District-declared emergency/natural disaster and the District (or specific units within) remains open for business, employees who are unable to report to work must use accrued vacation and/or floating holiday time to remain in pay status.

Official announcements regarding both the closing and re-opening of the District will occur through various internal modes of communication and through broadcast news media, as appropriate. Employees are to listen to appropriate news stations and use the District hotline for updated information during the period of closure.

Supervisors have responsibility for scheduling adequate staffing before, during, and after the emergency/natural disaster period and for determining which employees are to be determined essential/designated. Persons in charge of department operations are to be identified and listed in the District's Emergency Manual Plan. Essential/designated employees are to be reminded of their status on a regular basis and the department is responsible for maintaining an accurate and updated listing of these employees.

Supervisors will advise those employees who are expected to report to work during an emergency/natural disaster period. During a hurricane "watch" period, supervisors are to remind essential/designated employees of the immediate need to secure their homes and prepare their families for the impending storm. It may be necessary to provide them with a few hours of advanced leave prior to the official closing of the District. However, the essential/designated employees are expected to report to work prior to the closing.

Upon notice of official closing, nonessential/designated employees are to leave the District and not report for work until further notice.

Pay Procedures

While all eventualities and occurrences due to curfews, traffic bans, and the like, that occur during an emergency/or natural disaster cannot be predicted or listed, a number of basic foreseen pay possibilities are set forth below:

1. Employees who cannot leave work at the end of their shift may be permitted to continue working at their regular duties or may be assigned other duties relative to such an emergency, at the discretion of the department head.
2. Employees who are permitted to leave work early due to such an emergency/natural disaster affecting either the District, the

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employee's area of residence, or personal property at their residence, will receive regular pay until the end of their regular work schedule.

3. Employees who are unable to report to work due to a District-declared emergency/natural disaster may receive regular pay for a period of time or may be required to make up lost time as authorized by the Superintendent or designee.
4. Employees on pre-approved vacation or approved leave will remain in that status.
5. Essential/designated employees expected to report for work will be governed by the following guidelines:

Nonexempt
Employees

- a. If an emergency is declared during the employees' normal working hours, either compensatory time or straight pay (at the District's discretion) will be granted for all hours worked by essential/designated employees to become effective at the same time other nonessential/designated employees are released from work as described at item 2 above.
- b. If an emergency is declared during the employees' normal off-duty hours, essential/designated employees are expected to report to work and perform emergency/natural disaster-related duties. Compensatory time or straight pay (at the District's discretion) will apply to all hours worked during the declared emergency/natural disaster period as determined by the District.
- c. If an emergency is declared during the employees' normal work time, essential/designated employees are expected to remain at work and perform emergency/natural disaster-related duties.
- d. Duties performed by essential/designated employees are to be continued during the declared emergency/disaster period as determined by the District.

Police Department

- e. The police department is open 24 hours a day, seven days a week, 365 days a year and never closes regardless of District closures. While the schedule may be adapted to a specific District closure and must be adhered to by all police officers, there is no additional compensation for working during a District closure. Normal overtime calculations would apply if over 40 hours are worked in a workweek.

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Exempt Employees

- f. Exempt employees do not automatically receive overtime, straight pay, or compensatory time for work performed during an emergency/natural disaster period. However, departments may compensate exempt employees by providing compensatory time off, which will be at the discretion of the supervisor.