

# Emergency Compensation Guidelines

## Disaster or Emergency Event

In the event of a disaster or emergency caused by severe weather, fires, power failures, a pandemic, or events challenging our security, it may become necessary to:

- A. **Maintain District operations** while providing aide, shelters or relief to surrounding counties or states due to an event occurring outside the county.
- B. **Suspend District operations** and provide aide, shelters or relief due to an event occurring within the county.

During such events, Critical and Essential personnel are vital to the response and recovery from a disaster or emergency and will be required to work to ensure the safety and continued operations of the District.

## **Critical Personnel**

Critical personnel have designated job duties that impact the security, safety, or physical operation of the District and are required to work during a disaster or emergency event.

Critical Personnel are staff in the following departments or categories:

- District Police
- Safety and Emergency Management
- Media Relations/Public Relations
- District General Counsel Office
- Sr. Executive Director, Human Resources
- Executive Policy Group (Chiefs)
- Other as designated

All Critical Personnel in the above mentioned categories will not be paid an emergency premium for hours worked during this event, as this is a part of their regular job duties.\*

## **Essential Personnel**

Essential personnel are required to ensure continued operation and to assist critical personnel when normal operations have been impacted. These employees work in the departments or categories listed below and directly impact the operations of shelters or critical areas throughout the District during a disaster or emergent event. The Chief of each area will identify the Essential Personnel.

- School-Based Locations Identified as Shelters
- Information Technology Services
- Food and Nutrition Services
- Transportation Services
- Central Support Services

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- Building Code Compliance
- Portable Operations
- Facilities Maintenance
- Environmental Compliance
- Human Resources and Executive Services
- Payroll Services
- Office of Management and Budget
- Risk Management
- Procurement Services
- Others as designated

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All benefitted employees, excluding hourly, who did not work during the disaster or emergent event will receive their regular rate of pay for normally scheduled work hours. See Payroll Procedures for guidance.

The Superintendent has the authority to grant discretionary leave with or without pay in accordance with School Board Policies GCCAB, GCCBB, and GDCB.

- If discretionary leave with pay is granted, employees do not make-up those days that were paid, but not worked. See Payroll Procedures for guidance.
- If discretionary leave without pay is granted, employees are required to report to work on the designated make-up day(s). See Payroll Procedures for guidance.

Essential Personnel that were required to work during the emergency will receive compensation as follows:

- Employees will be paid for normally scheduled work hours and any eligible overtime as required by Fair Labor Standards (FLSA) or union contracts. Refer to Payroll Procedures for guidance.
- In addition, employees will receive premium pay for all emergency hours worked as follows:
  - A) 150% (time and a half) of the hourly rate for all emergency hours worked, and approved by the supervisor if district operations are suspended as defined on page 1.
  - B) 100% (straight time) of the hourly rate for all emergency hours worked, and approved by the supervisor if district operations are maintained as defined on page 1.
- Employees assigned to work at an emergency shelter for 24 hours or more will be provided with adequate sleeping facilities and permitted a non-paid sleeping period of at least 8 hours. If sleep is interrupted, all time is considered time worked and must be properly documented and submitted for payment.

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- All emergency hours must be captured on the designated Emergency Timesheet, labeled with the appropriate type of work performed, and approved by the supervisor. Refer to Payroll Procedures for guidance.
- All emergency hours must be captured on the FEMA approved activity log and labeled with the appropriate type of work performed and approved by the supervisor. Refer to Payroll Procedures for guidance.
- All emergency hours must be submitted on the designated Account Pay Form:
  - A) 150% (time and a half) of the hourly rate for all emergency hours worked, and approved by the supervisor if district operations are suspended as defined on page 1.
  - B) 100% (straight time) of the hourly rate for all emergency hours worked, and approved by the supervisor if district operations are maintained as defined on page 1.

## Exceptions:

- Employees normally scheduled to work on Saturday or Sunday will not receive additional compensation for regularly scheduled work. However, if eligible, will receive premium pay for emergency hours worked as defined above.
- Hourly and Instructional employees are not eligible to work during emergent events.
- Any employee that volunteers during these events will not receive compensation.
- School-Based Administrators will not be compensated for emergency preparations or work location damage assessment.
- Supervisors may offer compensatory time as compensation for time worked to employees who have not been identified as critical or essential during the disaster or emergent event.

## **Post Disaster or Emergent Event Procedures:**

Employees responsible for post disaster work in the below categories will be paid for all hours worked and any eligible overtime as required by Fair Labor Standards (FLSA) or union contracts. Refer to Payroll Procedures for guidance.

- **Direct Administrative Costs (DAC)** - for employees that are responsible for post disaster work that involves site inspections, damage documentation, calculations, collections, evaluation, preparing project worksheets, meetings, traveling, collecting, tracking, entering, documenting, filing, planning, etc. relative to the disaster or emergent event must be tracked for FEMA reimbursement.
- **Management Costs** - for employees that are responsible for post disaster work that are indirect costs, administrative expenses, and other expenses that are incurred in that are not directly chargeable to a specific project relative to the disaster or emergent event must be tracked for FEMA reimbursement. Examples include: preliminary damage assessments, meetings regarding the overall

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damage claim, organizing damage sites into logical groups, travel expenses, and correspondence

## **Additional Notes**

Any Critical or Essential personnel may be eligible for an additional bonus at the discretion of the Superintendent.

Emergency hours must be identified as FEMA eligible.