

# LAKE COUNTY

## BOARD OF COUNTY COMMISSIONERS

# PROCEDURE

Title: Disaster/Emergency Compensation

Number: LC-36

Cancels: Any and all  
HR Procedures and/or  
County Manager  
Memoranda Relating  
to Emergency and/or  
Disaster Pay

Approved: 6/02/05

Originator: Office  
of Employee Services

Review: 6/02/07

### **I. PURPOSE AND SCOPE**

To establish a method to fairly compensate County employees when any natural, technological or human-caused emergency or disaster requires a State of Local Emergency Declaration by the Board of County Commissioners and/or when normal County operations are suspended.

### **II. DEFINITIONS AND REFERENCES**

PERSONNEL POLICIES AND PRACTICES ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS ON SEPTEMBER 07, 1999

### **III. APPLICABILITY**

This procedure is applicable to all regular Lake County Board of County Commission employees, as defined in the Policies and Practices Section 9, "Employee Status," with the exception of contract employees and those covered under a collective bargaining agreement. Additionally, this procedure is applicable to both FLSA nonexempt and exempt employees. During an emergency or disaster, employees may be temporarily assigned to duties other than the essential functions of their position and/or assigned to work at different job sites and/or different job shifts.

### **IV. PROCEDURES**

1. The County Manager (or designee) will initiate this procedure when deemed necessary upon the declaration of a State of Local Emergency by the Board of County Commissioners and/or when normal County operations are suspended.
2. Upon determination by the County Manager (or designee) that this procedure be deactivated, employees will be required

to return to their normal duties and responsibilities, and payment of additional emergency or disaster compensation will cease.

3. Employees normally scheduled to work who are instructed not to report to work will receive full pay for that particular workday, in accordance with item 4.
4. The County Manager (or designee) may direct employees not to report to their regular job assignments, and may grant them up to five (5) days of wages (Emergency Administrative Leave) per event. During this period, these non-emergency essential employees should monitor local radio and television stations for information and instructions, and when directed, report back to their regular job assignments. If this is not possible, then said employees will be expected to check with their supervisor by whatever means necessary.
5. Employees on scheduled approved leave during activation of this Emergency/Disaster Compensation procedure shall not receive the Emergency Administrative Leave defined in Number 4 above. Employees returning from approved leave as scheduled during the activation of this procedure and not required to respond shall be compensated for scheduled work hours using Emergency Administrative Leave as defined in Number 4 above.
6. Each department director shall identify those positions that are required to work during the time the County has suspended operations and/or during a declared emergency. Department directors shall ensure that employees are aware of their individual responsibilities by communicating and notifying them of their emergency work assignment by June 1 of each year. These responsibilities may include reassignment to another job function and/or Department or Division. All efforts will be made to assign individuals to duties according to their respective knowledge, skills, abilities and physical capabilities.
7. Those employees identified in Number 6 above who are required to work when County operations are suspended and/or during an emergency shall report to the worksite and, if necessary, be prepared to stay for an extended period of time. Employees who fail to comply or report to work when scheduled or summoned, without prior authorization of their Division Director or Department Director, may be subject to discipline, up to and including termination. With prior authorization from his/her Division Director or Department Director, an employee who is unable to report to work will be compensated in the same

manner as other employees not assisting during the emergency (supported by a physician's statement). Requests by employees to be excused from work must be arranged in advance of the emergency or, in the case of unforeseen circumstances, reported to the appropriate authority as soon as possible prior to the beginning of the employee's work shift.

8. Personnel not required for the direct support of their respective work sites should be identified and encouraged to sign up for support functions such as the Citizens' Action Line, Message Center, etc. The Public Safety Department will coordinate the County responder effort for employees identified by their departments as non-emergency essential employees. Additionally, these non-emergency essential employees who have signed-up to assist during an emergency will now be considered as required to work when County operations are suspended and/or during an emergency shall report to the worksite and, if necessary, be prepared to stay for an extended period of time. Employees who fail to comply or report to work when scheduled or summoned, without prior authorization of their Division Director or Department Director, may be subject to discipline, up to and including termination. With prior authorization from his/her Division Director or Department Director, an employee who is unable to report to work will be compensated in the same manner as other employees not assisting during the emergency (supported by a physician's statement). Requests by employees to be excused from work must be arranged in advance of the emergency or, in the case of unforeseen circumstances, reported to the appropriate authority as soon as possible prior to the beginning of the employee's work shift.
9. Emergency essential and non-emergency essential personnel, both assigned and those who have signed up to assist support functions, will be compensated as follows (this does not apply to fire shift personnel):
  - a. Non-exempt (hourly, overtime eligible) employees shall be paid at a rate of two times (2x) base straight pay for all hours worked during the declared emergency conditions and for all hours worked outside their normal work hours until normal County operations are re-established or five (5) days, whichever is less, and after such time the employee's pay will revert to regular pay.
  - b. Exempt employees, excluding the County Manager, Deputy County Manager, Assistant County Manager and Department and Office Directors, shall be paid

additional hourly pay equal to their hourly salary rate for all hours worked during the declared emergency conditions and for all hours worked outside their normal work hours until normal County operations are re-established or five (5) days, whichever is less, and after such time the employee's pay will revert to regular pay.

- c. Employees who have been required to work other than their normal hours and report to work and are told they are not needed for the day will be paid a minimum guarantee of three (3) hours straight time pay.
  - d. The County Manager (or designee) can authorize additional overtime or administrative leave for any work outside of the guidelines described above.
  - e. These pay procedures apply to each distinct emergency situation.
10. It is the responsibility of each Department Director and Division Director to verify and record hours worked by their subordinates. Reporting of actual hours worked, whether for regular duty, or in an emergency function, and the wages received is crucial to documentation required by local, State, and Federal government reimbursement procedures.
11. Lake County recognizes that employees have personal and family responsibilities that may conflict with the obligation to fulfill their job requirements during hazardous weather or state of local emergency. When evacuation of personal residences is required, employees will be permitted and expected to make arrangements for their families like any other citizen, including the use of authorized shelters. In the case of single parent employees, employees with spouses who also have job obligations during hazardous weather or a local emergency and whose pre-arranged child care and/or elderly care becomes inaccessible, Lake County will attempt to provide such services during the hours in which the employee is required to work until the employee can arrange for alternative care.

**V. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this procedure is reserved to the County Manager.

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Cindy Hall, Interim County Manager

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