4.01 Contents

The Classification Plan consists of:

A. Grouping positions into classes so that each position class:

1. Requires basically the same entry qualifications;
2. Can be filled by substantially the same methods of selection;
3. Is of comparable value and therefore deserves the same pay range.

B. Class titles which are descriptive of the work of the class and do not construe discriminatory bias.

C. Written class specifications for each classification containing a statement describing the nature of the duties of the class, job qualifications, and special requirements necessary.

4.02 Administration

The Human Resources Division shall have the responsibility for the administration and maintenance of the Classification Plan.

4.02.1 Procedure: New Positions

Requests to establish new positions shall be submitted by Department/Division Directors in writing to the Human Resources Director. The Human Resources Division shall analyze the new position requested and recommend to the Department Head the appropriate title and rate of pay in accordance with the County's Classification Plan. The request, with Human Resources's recommendations, shall then be submitted through the Office of Management and Budget (OMB), to the County Administrator who shall review the request. Upon the Administrator's approval, the request shall be submitted to the Board for final approval during the normal budget process.

4.02.2 Procedure: Establishment/Abolishment of Position Class

The Human Resources Director shall, upon request of the Department/Division Director, investigate and make a recommendation through the Office of Management and Budget, to the County Administrator as to the need for establishing, consolidating, or abolishing classes to provide the most appropriate classification of positions. The County Administrator shall review the recommendation, and upon the Administrator's approval the recommendation shall be submitted to the Board for final approval during the normal budget process.

4.03 Reclassification

Positions may be reclassified when:

A. There have been significant changes in the actual duties and responsibilities, and/or the changes are the result of organizational, technical, legal or other advancement which is of a permanent nature.

B. An error has occurred.

Positions may not be reclassified when:

A. An increased workload has the effect of creating the need for a new position.

B. The added duties and responsibilities are minor in nature and would be a logical function of the class.

C. The added duties and responsibilities are to be performed for a temporary period of not less than three (3) weeks or more than six (6) months.

D. The effect is a raise for an employee who has reached the job range maximum; it is a reward for performance; or to correct an inequity in pay.

When an upward reclassification occurs, the employee shall be placed at the appropriate step of the new level which considers a 5% of the current salary for one grade level change, and 10% of the current salary for two or more grade level changes.

A reclassification downward is an administrative action independent of an employee's performance and should not be confused with a demotion.

In a downward reclass, when the employee's salary exceeds the maximum of the new pay

range, the salary is red circled and is frozen until changes in the pay grade schedule raise the maximum above the employee's salary.

If reclassification results in the position being assigned to a class in a skill level with the same pay range as the original classification, an incumbent employee shall maintain the same pay as before classification.

4.03.1 Procedure: Reclassification

The Human Resources Division, upon request of a Department/ Division Head, or as a function of administering the Wage and Salary Program, shall analyze positions and recommend reclassification where appropriate. Upon the review of the Office of Management and Budget, and the approval of the County Administrator, the recommendation shall be submitted to the Board for final approval during the normal budget process.

4.04 Retitling

Upon request of the Department/Division Director, the Human Resources Division may recommend retitling of a position. An incumbent employee in a retitled position shall maintain the same rate of pay.

4.05 Maintenance

The Classification Plan shall be kept current by the Human Resources Division through continued audit, investigation, and review. Department/Division Directors shall notify the Human Resources Director of change of duties, responsibilities or work assignments as they occur.

4.05.1 Procedure: Job Audit

The Human Resources Division will audit positions in the organization on a regular schedule. Within a three year cycle all positions of the County will be reviewed.

Separate questionnaires (See Appendix G) will be forwarded to the supervisor and to the incumbent with an indicated return date to Human Resources. Any extension of the return date will be coordinated between the Department/Division Director, and the Compensation Officer who will conduct a job site audit. Any recommendations will be submitted to the Human Resources Director, the Department/Division Director and the appropriate OMB Liaison.

SECTION V
Pay Plan

5.01 Contents

The procedure for establishment, maintenance, and administration of an equitable pay plan shall be applicable to all positions. The salary schedules shall include the minimum and maximum rates of pay for all skill levels. For EMS, in addition to the salary schedule, the pay plan includes shift differentials and Special Pays. The guidelines for EMS shift differentials and special pays can be found in the Emergency Medical Services Standard Operating Guidelines Manual. When an employee reaches the ceiling of a salary range they are "red circled" and receive no additional pay increases until the pay grade schedule raises the maximum above the employee's salary or through other Board action.

5.02 Administration

The Human Resources Division shall maintain the salary schedule which includes the EMS shift differentials and special pays. This includes conducting a general salary survey periodically from which recommendations may be made to adjust the schedules. The salary survey shall consider prevailing pay rates and fringe benefits within the appropriate market.

When approved by the Board, the Pay Plan shall constitute the County's pay schedule for pay grades of all positions, EMS shift differentials and special pays shall become effective as designated.

5.03 Changes in Pay

5.03.1 Promotion

Upon a promotion of one grade level, the employee will receive 5% or will be placed at the new grade minimum which ever is greater. Upon a promotion of two grade levels, the employee will receive 10% or will be placed at the new grade minimum which ever is greater.

In no case will the promotional increase place an employee's salary above the maximum of the assigned pay grade, even if this results in less than a 5% increase.

5.03.2 Demotion

Upon demotion for cause, the employee's salary will be placed on the new pay grade level at a rate determined by the Department Head based upon the recommendation of the Human Resources Director.

If the adjusted salary is above the maximum of the lower grade, the salary will be red circled until changes in the pay grade schedule raise the maximum above the employee's salary.

5.03.3 Transfer to Lower Classification

An employee may be transferred to a position in a lower pay grade, without cause, and without a pay reduction, and the transfer may not be considered a demotion if the transfer is voluntary or if it is the result of the employee's position being terminated. The employee shall not be eligible for a subsequent promotional pay increase if the employee is later transferred to a position in a pay grade equal to the position occupied prior to the initial transfer as a result of a merit promotion for a period of two years. The employee shall be eligible for pay adjustments as they occur annually. Employees placed in a higher pay grade as a result of competitive selection shall have pay established in accordance with Competitive Initial Placement.

5.04 Education Incentive Program

Benefits-eligible full-time employees with six months of service and part-time employees with two years of service earning diplomas (GED) or degrees (associate, bachelor, masters, doctorate), in job-related areas may be eligible to receive educational incentive pay for job-related diploma **or** degree above that required for the position at the time the employee was hired into the position

Certifications are no longer eligible for the Education Incentive Program. However, the Departments/Divisions are encouraged to pay for those certifications which are deemed job-related and beneficial to the department from their department budgets. This policy shall become effective for certifications started or completed after October 23, 2007. Current employees who are enrolled in or have completed a certification program prior to October 23, 2007 and have received pre-approval may provide documentation and have the certification "grandfathered" in under the previous policy.

All diplomas (GED) and degrees (associates, bachelors, masters and doctorate) earned in job-related areas may be eligible to receive a 5% educational incentive pay increase. All diplomas and degrees considered for educational incentive increases must be completed while employed with Leon County and without any financial assistance from the County. The maximum lifetime educational compensation benefit is 10%. No additional compensation will be approved for educational attainment once the 10% maximum has been reached. Employees who participate in the Tuition Assistance Program will not be eligible to participate in the Education Incentive Program. Requests for incentive pay increases must be received within six (6) months of completing the diploma **or** degree. No retroactive pay increases will be granted for diplomas or degrees completed prior to initial placement in the current position.

Employees contemplating completion of education to qualify for educational incentive pay should consult with the Human Resources Division to determine whether the diploma or degree is eligible for educational incentive compensation.

Degrees used for educational incentive pay must first be approved by Department/Division Director and Human Resources Director. The minimum class time requirement required for associate degrees must be at least 60 credit hours, bachelors degrees must be at least 120 credit hours, masters degrees must be at least 30 credit hours, and Ph.D must be at least 72 credit hours. Degrees must be from an educational institution that is accredited by one of the accrediting bodies approved by the U. S. Department of Education.

Employees participating in the Tuition Assistance Program and/or receive any financial assistance from the County in obtaining their diploma or degree are not eligible to participate in the Education Incentive Program.

Educational Incentive pay is not an entitlement and is contingent upon the availability of funds.

In no case will an educational attainment increase place an employee's salary above the maximum of the assigned pay grade.

All educational attainment compensation must be approved by the County Administrator. The effective date of the salary increase shall be the date of approval.

This policy will become effective immediately, regardless of when diploma or degree was obtained.

5.04.1 Procedure: Educational Incentive
Leon County encourages employee development and knowledge expansion.

Upon completion of the diploma or degree program, the supervisor shall request proof of attainment (e.g. a copy of diploma or degree), and all supporting documentation (course curriculum, copies of receipts for course, exam, books, etc.). This proof is presented through line management to the Human Resources Director with a letter of justification for salary adjustment along with a personnel action form (PAF). The Human Resources Director will evaluate the request in accordance with County policy and will make a recommendation to the County Administrator. The line management is notified of the disposition of the request by the Human Resources Director.

5.05 Performance Bonus

The Performance Bonus is intended as a means of rewarding a Career Service, Executive Support or EMS employee for meritorious performance, to encourage careers with the County, to provide employees incentive, and to recognize individual differences in performance of employees. The Performance Bonus is not automatic, but must be based upon a written performance evaluation of the employee in accordance with the County's performance review system. To be considered for the Performance Bonus, the employee must have an Excelling score on their performance evaluation. However, the Excelling score does not guarantee that the

employee will receive the Performance Bonus but only that the employee qualifies for consideration of a Performance Bonus. Division Directors will recommend employees for the Performance Bonus and Department Directors will be responsible for the final selection. The annual bonus amount will be determined annually and may vary in amount contingent upon funding availability.

If funds for the purpose of awarding the Performance Bonus are appropriated by the Board, the Board shall determine the timing and range of amount for the award of the Performance Bonus.

5.06 Annual Salary Adjustments

The Human Resources Director will recommend to the County Administrator, for approval by the Board, any adjustments in the salary structure or segments of the salary structure and levels of such adjustments.

Performance Pay
Career Service employees may receive an annual pay increase based on performance. The purpose of this increase is to recognize and reward those employees who are Fully Competent or Excelling in their positions during the rating period. The amount and timing of the performance pay will be determined annually by the Board of County Commissioners. Employees who are rated as Development Needed will receive a cost of living increase which will be less than the increase that is approved for the Fully Competent and Excelling categories. Performance pay increases and cost of living increases are not guaranteed and may vary in amount contingent upon funding availability.

Senior Management, Executive Support and EMS salary increases will be determined annually by the County Administrator.

In temporary (O.P.S.) positions of longevity or seasonal return the employee may meet the requirements of annual salary adjustment movement, when the incumbent has been in the same position at least six (6) months prior to salary adjustment period or the incumbent has returned for three (3) consecutive seasons with total employment of six (6) months or more.

5.07 Other Pay Adjustments

It is anticipated that the needs of employees and departments will be met within the framework of the Wage and Salary Program; however, should unforeseen circumstances occur which may be considered in the best interest of the County, the Department Head may request a rate adjustment. This request may be submitted through the Human Resources Director to the County Administrator for approval.

5.07.1 Retention Increase

Pay Plan

This provision is intended to provide consideration of critical and/or unusual administration problems. A retention increase may be approved, at the County Administrator's sole discretion, in accordance with the following provisions:

A. The employee has received a documented bona fide job offer with an employer other than the County and the retention increase is a counter offer to retain the employee in their current position (job offers from other Leon County Board of County Commissioners offices, Property Appraiser, Clerk of the Circuit Court, Supervisor of Elections, Tax Collector, Sheriff or County Advisory Boards will not be deemed a bona fide job offer with an employer other than the County under this provision).

B. Retention increase decisions are not grievable through Leon County's grievance procedure unless it is alleged that such a decision was made based upon unlawful discrimination.

C. To be eligible for retention increase consideration, the affected employee must:

1. currently be employed by the County in a full-time, non-OPS position;

2. have been continuously employed in their current position for at least one (1) calendar year prior to the date the bona fide job offer was made;

3. have received at least a "Meets Expectation" rating on their most recent performance evaluation, must currently be performing at an acceptable level, and may not have been issued a written warning within the previous twelve (12) months; and

4. not have received a retention increase within the past twenty-four (24) calendar months from the date the increase request is submitted to Human Resources.

D. The County Administrator has sole authority to determine amount offered as a retention increase within the range of 0% to 25% of the affected employee's salary. The County Administrator may approve retention increases as single or multiple salary adjustments, however, if multiple salary adjustments are made for one retention increase, the total of those salary adjustments may not exceed 25% of the affected employee's salary.

E. The retention increase must not place the employee above the maximum for their current pay grade range.

F. Retention increases are not permissible where the intent is to circumvent the provisions of other pay plan policies.

G. Retention increases recommended under this provision are subject to the availability of funds.

5.07.2 Procedure: Retention Increase

To request a retention increase, the respective Division Director shall submit a retention increase request package to his/her Group Director and gain their approval prior to submitting the request to the Human Resources Director. Increase request packages will include, at a minimum, the following documentation:

1. validity of the job offer, preferably a copy of the written job offer;

2. the respective division's independent verification of the job offer;

3. the costs associated with replacing the employee (excluding recruitment costs);

4. a detail of the training costs Leon County incurred on the employee's behalf over the past twenty-four (24) months;

5. summation of the employee's satisfactory job performance (that the employee has performed and continues to perform at least at a "Meets Expectations" level and that they have not been issued a written warning within the previous twelve (12) months);

6. that the division's recommended increase, if approved, would not place the employee above the maximum for their current pay range;

7. salary relationships within the division;

8. recruitment and retention conditions in critical areas as may be demonstrated by (a) high turnover; (b) declined job offers; or (c) resignation letters from previous employees; and

9. whether the competitive job is comparable to the one the employee currently holds with the County.

The Human Resources Director will review the request and make his/her recommendation to the County Administrator.

Increases approved by the County Administrator will become effective at the beginning of the pay period following the date the County Administrator approved the increase.

Part Time Career Service

When employment is on a part time basis, pay shall be on an hourly basis or salaried in proportion to the average number of hours worked weekly.

5.09 Compensation for Temporary Work in Higher Classification

In situations where the assignment or scheduling of work requires an employee to perform in a higher level classification to fill a temporary need, a new rate may be established by the Department Director after consultation with the Human Resources Director for the period of temporary assignment. In cases where a budget amendment is necessary to fund the temporary pay rate, County policies on budget amendment approvals shall apply. This provision is not to be applied in a situation of vacation replacement or cross training opportunities. An employee must work in the higher classification a minimum of three (3) full weeks and not more than three (3) months.

The rate of pay for the temporary assignment will be determined using the guidelines for a promotional increase. At the conclusion of the assignment, the employee's pay shall revert to his or her previous rate of pay. When it is established that the need may exceed three (3) months, and it is not for training, the replacement employee may be compensated at the higher rate immediately. Extensions may be approved by the County Administrator.

Any such temporary assignment shall not affect the employee's eligibility for merit pay.

5.10 Temporary Work in Training Status

Temporary Work in a training status may be initiated by either the employee or management by sending a Training Plan signed by the employee and a line manager to the Training Coordinator with a statement of understanding that there will be no adjustment in pay for training.

5.10.1 Procedure: Temporary Work in Training Status

If the assignment is solely for training purposes, the request must be accompanied by a Training Plan. The Training Plan must include a description of the task(s) to be learned, the standard measurement which will be used to determine if task(s) was/were learned, and time table for accomplishment.

5.11 Overtime

The established work week is forty (40) hours within a seven (7) day period, Saturday through Friday. Overtime is calculated at 1-1/2 times an hour on hours worked over the established workweek. All overtime work must have prior authorization by Department/Division Director or designee. Not securing this authorization may result in

disciplinary action.

Workers' Compensation Leave and Administrative Leave are "paid leave", not "hours worked". They will not be counted toward overtime.

Leave time earned and used is recorded daily on the Official time sheet (See Appendix H1 & H2) for Career Service, Executive Support and EMS employees. For Senior Management Service employees, time used is recorded on the Official Leave/Compensation Request Form. (See Appendix H3)

Compensation for overtime shall be administered by the following guidelines:

Executive Service and Senior Management Service employees are not eligible for overtime compensation.

Career Service, Executive Support and EMS employees in exempt positions, according to F.L.S.A., shall not be eligible for overtime compensation. However, if overtime is worked, compensatory leave credits equal to the overtime hours worked shall be granted. The maximum accumulation is 80 hours. Additional accumulation can only be extended with the approval of the County Administrator.

Career Service and Executive Support Service employees in non-exempt positions, according to F.L.S.A., who are authorized to work overtime, shall be granted either time off (compensatory leave) at the rate of one and one-half (1-1/2) hours for each overtime hour worked or cash payment for overtime worked at the rate of one and one-half (1-1/2) times that employee's regular hourly rate of pay. EMS employees in non-exempt positions, according to the FLSA, who are authorized to work overtime, shall be paid for overtime worked at the rate of one and one-half (1-1/2) times that employee's regular hourly rate of pay. EMS employees are not eligible for compensatory leave unless authorized by the EMS Chief.

Compensatory leave or cash compensation for overtime may only be granted when actual hours of work exceed forty (40) hours during the workweek. Holidays, however, shall be considered as hours worked for purposes of this section.

If overtime is authorized using compensatory leave only, employees must be notified before the overtime is worked. Every effort should be made to schedule such leave at the earliest possible date. Requests for compensatory leave shall be made on an Official Leave/Compensation Request Form or on the Official time sheet.

Assignment of Overtime

Overtime assignments are made on a fair and equitable basis. Any scheduled work time

is required duty. Failure to perform overtime, except in cases of personal emergency, or other appropriate reasons, is deemed to be insubordination. Exceptions shall be granted in cases of such emergency or other appropriately approved reason.

Procedure: Overtime

Leave time earned and used is recorded daily on the official time sheet.

5.12 **On-Call, Stand-By and Call-Out Pay**

Employees in positions which provide "emergency" service on a recurring basis may volunteer or be designated "on-call" during other than normal working hours. Employees in such "on-call" status are expected to be constantly available in order to respond immediately to the need for their services. Such employees shall receive "ON-CALL" pay consisting of a weekly premium in an amount designated by the Board, and shall be paid for the time worked.

When an emergency requires employees not scheduled for "ON-CALL" duty to be in preparedness status to come to work upon call, they are considered to be on "STAND-BY", and are compensated according to the established "ON-CALL" premium amount. Should these employees' status move from ON-CALL or STAND-BY into "CALL-OUT", or should any employee with no prior notice be called out, they are compensated from the time of the call and provided a minimum of two hours worked. Compensation differs between normal weekday (Monday thru Friday), weekend (Saturday & Sunday) and Holiday.

On-Call pay is $10.00 per day, $15.00 per weekend day and $20.00 per Holiday. (Weekend days are defined as Saturday and Sunday.) Should the employee be called out, a minimum of two (2) hours pay will be granted

5.13 Emergency Guidelines for Compensation, Work Hours and Work Assignments

The purpose of this policy is to provide guidelines for compensating employees and designating work hours and work assignments for employees of the Board of County Commissioners during a Declared Local State of Emergency (DLSOE).

The County shall make a reasonable effort to release employees from work prior to, during and after any DLSOE to take care of personal and family related safety matters. Whether the County remains operational or shuts down operations due to a DLSOE, all employees will be required to report to work, if needed. Employees may be reassigned to other work areas and work hours altered in order to ensure continuation and restoration of community services, maintain safety and fulfill the County's responsibilities to its citizens.

DEFINITIONS:

DLSOE: A Declared Local State of Emergency made pursuant to the authority granted the Board of County Commissioners under Chapter 252, F.S. in accordance with the Emergency Management Ordinance (93-16).

Department Essential: An employee designated by the County, who is required to report to their regular work assignment to assist with the department's essential functions as designated in the department's Continuity of Operation Plan or emergency operating procedures.

EOC Essential: An employee not designated as Department Essential will be designated as an EOC Essential employee and assist with assigned functions at the Emergency Operations Center (EOC).

Non-Exempt (Hourly): An employee who is paid an hourly wage under the Fair Labor Standards Act (FLSA) to receive overtime pay for hours worked in excess of 40 in a workweek.

Exempt (Salaried:) An employee who is paid a salary (not an hourly wage) to perform the duties and responsibilities of a job regardless of hours worked in a workweek. In accordance with the Fair Labor Standards Act, this category of employee is exempt from the overtime pay provisions of the Act.

PROCEDURE:

A. All Leon County employees will be designated as either Department Essential in accordance with the Departments Continuation of Operations Plan (COOP) and/or emergency operating procedures; or Emergency Operations Center (EOC) Essential. Each department is responsible for making this designation for its employees and providing an annual listing of employee's assigned in each category to the Division of Volunteer Services and Human Resources by the end of March each year.

B. Upon issuance of a DLSOE and activation of the County's EOC, the County Administrator or designee may initiate implementation of this policy. Emergency Management will issue the date and time that the EOC activation occurs.

C. Upon activation of the EOC as identified above, all County employees designated as EOC Essential may be required to report to the EOC or the VRC, to assist in the County's disaster response efforts. Roles may be pre-assigned or assigned as the situation dictates.

D, Administration: VolunteerLeon will assume the responsibility for assigning, training and supervising County employees in their respective EOC/VRC emergency management functions.

APPLICATION:
Non-Exempt Employees on Duty. Non-exempt Career Service employees reporting for duty during a DLSOE will be compensated as follows:

- Pay equal to their regular rate of pay for the time they are required to work during a DLSOE, up to 40 hours actually worked.
- Overtime Pay at one-and one half times their regular pay for hours actually worked over 40 hours in accordance with FLSA.
- Pay equal to their regular rate of pay for the time they would otherwise be on Administrative leave (See Personnel Policy Section 7.19 D.)
- This provision does not apply to EMS Special Risk employees.

Exempt Employees on Duty. Exempt employees reporting for duty during a DLSOE will be compensated as follows:

- Exempt Career Service and Executive Support employees will receive one hour of compensatory time for each hour worked over 40 hours in a workweek.
- Exempt Career Service, Executive Support and Senior Management employees will receive pay equal to their regular rate of pay for the time they would otherwise be on Administrative leave.
- Senior Management employees designated as EOC Essential will be required to work, as needed, at the EOC or the VRC during a DLSOE. Senior Management employees will not receive any additional compensation for hours worked over 40 hours in a workweek.

Employees off Duty. Any employee who is off duty and is requested to report to work will be expected to report to work during a DLSOE.

- If the employee is unable to report to work due to hardship reasons at the time of the DLSOE, the employee will not be eligible for Administrative leave during a DLSOE.
- If it is determined that the employee is not needed to report to work or is not needed at the EOC, the employee will be eligible for Administrative Leave.

Employees on Approved Scheduled Leave: Any employee on scheduled leave during a DLSOE may be called in and required to report for duty, if needed. Employees on previously approved leave and who report to work shall be eligible for Administrative Leave and/or regular pay, whichever is applicable.

Employees on Extended Leave: Any employee away from work on sick leave, extended FMLA, Military Leave, Workers Compensation or other extended leave will not be required to report for duty during a DLSOE. Employees on extended leave will not be eligible for Administrative Leave.

Hardship Exemption: Employees who are already aware that they will not be able to work during a DLSOE should request a hardship exemption approval form from their supervisor. Upon approval by the Division Director and Group Director, the approved hardship exemption form should be submitted to Human Resources and placed in the employees personnel file. Employees claiming hardship exemptions will not be eligible for Administrative leave during a DLSOE.

Reassignment of Employees: Employees who are released from their regular job duties will be reassigned to other work areas, as needed, and will be expected to report for duty. Employees may be required to work alternative shifts during a DLSOE. Non-exempt employees shall be paid their normal rate of pay for all hours actually worked, including overtime when applicable.

Required Training: Annually, the Director of Volunteer Services will determine the EOC Essential employees that will be required to complete EOC and/or VRC Training as appropriate.

Failure to Report for Duty: During a DLSOE, employees who refuse to report to work may be subject to disciplinary action.

On Call/Stand By: Non-Exempt Career Service employees who are directed by appropriate supervisory or management staff to remain available to return to work during an off-duty period, in anticipation of and/or immediately after a DLSOE, will receive on-call or stand by pay in accordance with established pay policies and procedures.

Temporary (OPS) Positions: Temporary employees may be expected to report for duty in anticipation of, and/or immediately after a DLSOE as requested by appropriate supervisory or management staff. Temporary employees will be paid for actual hours worked in accordance with established pay policies and pay procedures.

Non-assigned employees: Employees who have not been assigned to work during a DLSOE should not report to work without the approval of appropriate supervisory or management staff. Due to FLSA restrictions, this includes Career Service and Executive Support exempt and non-exempt employees who wish to volunteer at the EOC. Employees who are confined to a facility only for safety or non-job related reasons and are not performing the duties of their regular jobs or assigned jobs shall not compensated for the time otherwise spent on the premises.

Return to Normal Conditions: Employees will return to work when notified by appropriate means. The County will use internal communication systems (telephone, Internet, etc.) and external media such as television, radio, etc, to announce the "all clear" notice for employees to return to work under recovery or normal conditions. The employee is responsible for monitoring the communication media to ensure prompt notification. Senior Management employees may adjust hours as needed to allow for

periods of rest from working extended hours during a DLSOE, however, managers are still responsible to ensure that all County offices are properly staffed when returning to normal conditions.

Employees unable to report back to work that day, due to extenuating circumstances beyond their control (i.e., child care issues, storm related damages, road closures, flooding, etc,) shall not be required to return to work and may use personal annual, compensatory leave and swing days for this time.

Documentation. Employees shall be required to document and report to management all hours worked during an emergency in accordance with established pay practices, procedures and regulations.

5.14 Reinstatement Pay

When an employee is reinstated to a position in the same class, or in a different class within or below the same skill level from which he/she was previously demoted, transferred, or reclassified with no reduction in pay, the rate of pay shall not change unless it is below the minimum class to which the employee is reinstated, in which case it will go to the minimum.

5.15 **Payroll**

Each Department/Division is required to keep an accurate account of all hours worked and leave used by career service employees on the official time sheet. All leave taken must be documented on a Leave/Compensatory Request Form for Senior Management Service and the official time sheet for Career Service, Executive Support and EMS employees.

Pay checks are distributed on Thursday at 10:00 a.m. for the bi-weekly payroll and at 10:00 a.m. on the morning of the next to the last business day of the month for the monthly payroll. Paychecks are distributed on Fridays for bi-weekly EMS employees.

Pay checks may be direct deposited into any banking institution. Contact the Finance/Payroll office to set up direct deposit.