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**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 considered “red circled”. Employees who are red circled are eligible for a performance bonus of a one-time lump sum payment equivalent to the average of the employee performance percent increases, not to exceed 3%, as approved by the County Administrator.

**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. This also includes an annual adjustment to pay grade minimums and maximums in an amount equal to the percentage change in the Florida Minimum Wage (the “Florida Minimum Wage Adjustment”), which shall take effect on October 1, unless the County Administrator otherwise recommends, and the Board approves, that a Florida Minimum Wage Adjustment will not be made for a particular year. For example, if the Florida Minimum Wage increased 1% in January, the County’s pay grade minimums and maximums would automatically increase by 1% effective October 1 of the same calendar year, unless the County Administrator otherwise recommends, and the Board approves, that the Florida Minimum Wage Adjustment not occur. The increase to the pay grade minimums and maximums will not exceed 3% annually.

When Florida Minimum Wage Adjustments take effect, and when other proposed changes to the Pay Plan are 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.

Human Resources will periodically review the various indicators such as the federal Consumer Price Index for Urban Wage Earners and Clerical Workers, the Social Security Cost of Living Adjustments, the Florida Minimum Wage Adjustment, the Florida Price Level Index and Living Wage Calculators and make a recommendation to the County Administrator on changing the indicator to be used.

**5.03 Changes in Pay**

**5.03.1 Promotion**

Career Service – Upon a promotion of one grade level, the employee will have 6% added to their base pay or the new pay grade minimum, whichever is greater;  
Upon a promotion of two grade levels, the employee will receive 12% added to their base pay or the new pay grade minimum, whichever is greater;

Upon a promotion to a Senior Management position, the employee will receive 15% added to their base pay or the new pay grade minimum, whichever is greater.

Senior Management – Upon a promotion, the employee will receive 12% added to their base pay or the new pay grade minimum, whichever 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 6% 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. The employee pay rate will decrease a minimum of 6% per grade except in cases where the percent decrease would reduce the employee salary below the new range minimum. 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 certifications (professional or advanced professional), 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

This policy shall become effective for certifications started or completed after the adoption of this policy.

### **Professional Certifications**

- Certification must be of the highest measure, directly related to current position and may provide the employee with a nationally recognized professional designation within the field of certification.

- Exam requirement:
  - Professional certification or license issued by the State of Florida or nationally recognized professional organization that administers a nationwide competency examination recognized by Leon County as a standard of excellence and professional competency.

Advanced Professional Certifications

- Certification must be of the highest measure, directly related to current position or a promotional opportunity within Leon County and denotes the employee as an authority within the field of certification.
- Exam requirement:
  - Professional certification or license issued by the State of Florida or nationally recognized professional organization that administers a nationwide competency examination recognized by Leon County as a standard of excellence and professional competency.
- Minimum education and/or experience requirement.
- Recertification and/or Continuing Education requirement.

The employee benefit for each certification category is as follows:

- Professional Certification - \$1,000 one-time lump sum payment (up to a maximum lifetime benefit of \$2,000)
- Advanced Professional Certification – 3% for attaining each certification up to a maximum of 3 certifications.

A current employee must have received no less than “Fully Proficient” on their most recent performance evaluation. The employee must not have had any disciplinary actions or been subject to a corrective action plan within six (6) months preceding a request for a certification pay increase.

An employee who is in an approved automatic career ladder position (for example, EMT to Paramedic; Probation/Pretrial Officer; OIT positions such as ASA, NSA, and GIS) is not eligible to participate in the education incentive program unless the certification obtained is above the minimum requirements of the higher-level position.

All certifications considered for educational incentive increases must be completed while employed with Leon County and without any financial assistance from the County.

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 certifications (professional or advanced professional), diplomas (GED) or degrees (associate, bachelor, masters, doctorate). No retroactive pay increases will be granted for certifications (professional or advanced professional), diplomas (GED) or degrees (associate, bachelor, masters, doctorate) 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, bachelor's degrees must be at least 120 credit hours, master's 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 who receive any financial assistance from the County in obtaining their certifications (professional or advanced professional), diplomas (GED) or degrees (associate, bachelor, masters, doctorate) are not eligible to participate in the Education Incentive Program even if the certification, diploma or degree is a requirement of their current position.

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 the certification (professional or advanced professional), diploma (GED) or degree (associate, bachelor, masters, doctorate) was obtained.

#### **5.04.1 Procedure: Educational Incentive**

Leon County encourages employee development and knowledge expansion.

Upon completion of the certification (professional or advanced professional), diploma (GED) or degree (associate, bachelor, masters, doctorate) program, the supervisor shall request proof of attainment (e.g., a copy of certification, 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).

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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**

If funds for the purpose of awarding a Performance Bonus are appropriated by the Board, the Board shall determine the timing and range of amount for the award of the Performance Bonus. The Performance Bonus shall be based on a plan which:

- a. bases the award of a bonus on work performance;
- b. adequately describes the performance standards and evaluation process by which the bonus will be awarded;
- c. shall notify all employees of the applicability of a bonus plan before the beginning of the evaluation period on which a bonus will be based;
- d. provides that all regular full-time and part-time employees will be eligible to participate.

**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.

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**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**

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.

**5.08 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.

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**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 workweek 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, Annual Leave, Sick 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 for non-Exempt employees within Banner Self Service. For Exempt employees only leave, time used is recorded in Banner Self Service or Leave/Compensation Request Form.



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Compensation for overtime shall be administered by the following guidelines:

Employees in FLSA exempt positions shall not be eligible for overtime compensation. If an exempt employee is required to report to work in an “on-call” capacity outside of normal working hours, the employee can receive compensatory leave at the rate of one hour for each hour worked.

Employees in FLSA non-exempt positions, other than EMS employees 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 FLSA non-exempt positions 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.

The maximum accumulation of Compensatory Leave is 80 hours. Additional accumulation can only be extended with the approval of the County Administrator.

Employees who transfer to another department or office within the County will be paid out their Compensatory Leave balance at that time.

Additionally, employees must use Compensatory leave first (unless Sick Leave is applicable) when taking leave for absences.

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, but only if the Holiday falls on one of the employee’s regularly scheduled workdays.

If overtime is authorized using compensatory leave only, employees must be notified before the overtime is worked. Once compensatory leave is earned, 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.

**5.11.1 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.

**5.11.2 Procedure: Overtime**

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

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

Employees in positions that 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 \$15.00 per day, \$20.00 per weekend day and \$30.00 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 Shift Incentive Stipends for Emergency Medical Technicians and Paramedics**

The County Administrator is authorized to allow the following shift incentive stipend payments for Emergency Medical Technicians (EMTs) and Paramedics during critical staffing periods, subject to funding availability within the EMS Division personnel budget. These stipends may be provided to personnel within all EMT, Paramedic, 213 and 215 pay grades.

A. Extra Shift Incentive Stipend:

- i. Full-time employees working ambulance or dispatch shifts, in addition to their regularly scheduled shifts, and with no absences from work during the pay period (including the use of leave time on a scheduled day), may be eligible for a stipend of up to \$240 per shift for all extra shifts of 12 hours or more worked during any single pay period.
- ii. Part-time employees working additional ambulance or dispatch shifts beyond three 12-hour shifts in a week (36 hours), and with no absences from work during the pay period (including the use of leave time on a scheduled day), may be eligible for a stipend of up to \$180 per shift for all extra shifts of 12 hours or more worked during any single pay period.
- iii. PRN employees working additional ambulance or dispatch shifts beyond two 12-hour shifts in a week (24 hours), and with no absences from work during the pay period (unable to work a scheduled shift), may be eligible for a stipend of \$120 per shift for all extra shifts of 12 hours or more worked during any single pay period.

**B. Special Day Stipend:**

Certain days, such as holidays and days with major special event coverage demands (e.g., Florida State and Florida A&M University home football games, etc.), are designated as “Special Days” under the Leon County EMS Standard Operating Guidelines.

Pursuant to Section 7.05 of the Leon County Personnel Policies and Procedures Manual, EMTs and Paramedics that work Special Days on a County-designated holiday qualify for holiday pay. For Special Days unrelated to County holidays, the County Administrator may allow the following stipend payments to EMTs and Paramedics:

- i. All employees (full-time, part-time, and PRN) working a full, 12-hour ambulance, dispatch, or field operations shift, on an identified Special Day, may be eligible for a stipend of up to \$160 per shift.
- ii. All employees (full-time, part-time, PRN) working less than a 12-hour ambulance, dispatch, or field operations shift, on an identified Special Day, may be eligible for a stipend of up to \$80 per shift.

**5.14 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 under the County Administrator during a Declared Local State of Emergency (DLSOE). This policy applies to all employees—regular full-time and part-time, OPS and PRN. Participation is considered a condition of employment. All County employees are essential and important to the organization for the emergency service delivery system.

Employees may be reassigned to other work areas, locations, 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.

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. It is the responsibility of employees to prepare and make arrangements for family and personal needs in advance of the emergency.

Whether the County remains operational or shuts down operations due to a DLSOE, all employees will be required to report to work, if needed. During a period of emergency, day-to-day operations may be altered and temporary duties outside the normal scope of employment may be required. All employees are required to work before, during and after a DLSOE. Employees may be required to perform their normal essential functions, or they may be required to perform work specific to an emergency (Emergency Operations Center, evacuation shelters, comfort stations or any other facility).

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**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 (21-13).

Emergency Critical: 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.

Emergency Support: An employee not designated as Emergency Critical will be designated as an Emergency Support employee and assist with assigned functions at the Emergency Operations Center (EOC), evacuation shelters, comfort stations, or any other duty to support emergency operations.

**PROCEDURE:**

- A. All Leon County employees will be designated as either Emergency Critical in accordance with the Departments Continuation of Operations Plan (COOP) and/or emergency operating procedures; or Emergency Support. Each department is responsible for making this designation for its employees and providing an annual listing of employees assigned in each category to Human Resources annually, prior to the start of hurricane season.
- 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 Emergency Support may be required to report to the EOC, or at any other location to assist in the County's disaster response efforts. Roles may be pre-assigned or assigned as the situation dictates. Only the County Administrator or designee may authorize the release of some employees from work.
- D. Administration: Volunteer Services will assume the responsibility for assigning and training County employees in their respective emergency management functions.

**APPLICATION:**

Non-Exempt Employees on Duty. 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 Senior Management employees designated as Emergency Support will be required to work, as needed, during a DLSOE. Exempt 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, or any other location, 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 previously approved leave (annual, sick, personal, compensatory or unpaid), who do not report to duty, will not be eligible to receive Administrative Leave and will be charged leave time accordingly.

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.

Emergency Preparedness Process: Human Resources will administer a process for confirming the designation of employees as Emergency Critical or Emergency Support. This process will also allow employees to request a Hardship Exemption for certain circumstances.

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 Department Director, the approved hardship exemption form shall be submitted to Human Resources and placed in the employee's personnel file. The Exemption Form must be turned in to Human Resources annually prior to hurricane season. Hardship Exemptions will be reviewed prior to each disaster occurrence to determine if the exemption still applies. 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.

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If an employee and their spouse both work for the County, they may both be required to work; however, the County will allow them to work different shifts if requested. This applies to employees whose spouse works for another first responding agency, as determined by the appropriate supervisor(s).

Required Training: Annually, the Volunteer Services Coordinator will determine the Emergency Support employees that will be required to complete Training as appropriate.

Communications: In the event the employee has not heard where and when to report to work, it is each employee's responsibility to contact their Supervisor, Manager, and Director to receive instructions on where to report to work. Employees who willfully fail to make contact in order to receive instructions on where and when to report during an emergency will be subject to immediate disciplinary action up to and including termination. Employees should not assume that they are not required to work based solely on any media or news reports regarding closings.

Failure to Report for Duty: During a DLSOE, employees who refuse to report to work may be subject to disciplinary action up to and including termination of employment.

On Call/Stand By: 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 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 be 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. Exempt 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.

**5.15 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.

**5.16 Payroll**

Each Department/Division is required to keep an accurate account of all hours worked and leave used by non-exempt career service employees in Banner Self Service. All leave taken must be documented in Fin web for exempt employees.

Payroll direct deposits are distributed bi-weekly on Thursday. You can contact the Finance/Payroll office to set up direct deposit.