

**TO; ALL COUNTY PERSONNEL**  
**FROM; ROBERT WEISMAN**  
**COUNTY ADMINISTRATOR**  
**PREPARED BY; HUMAN RESOURCES DEPARTMENT**  
**SUBJECT; EMERGENCY COMPENSATION POLICY**  
**PPM#: CW-P-076**

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**ISSUE DATE**  
**July 21, 2005**

**EFFECTIVE DATE**  
**August 28, 2008**

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**PURPOSE:**

To provide uniform procedures for the payment of wages during an impending emergency, or declared disaster and the disaster recovery period.

**UPDATES ARE THE RESPONSIBILITY OF:**

Future updates of PPM# CW-P-076 will be the responsibility of the Director of Human Resources.

**AUTHORITY:**

Palm Beach County Merit Rules, applicable laws and collective bargaining contracts.

**POLICY:**

The County Administrator will determine when to close County offices for emergency or disaster situations. An Executive Order by the Governor may supersede or supplement the emergency/disaster policy. Upon determination that County operations may resume, the County Administrator will determine when this emergency policy is deactivated. The County Administrator has the authority to approve special policies and exceptions to the Merit Rules and PPM's as may be required.

**PROCEDURE:**

1. Emergency or Pre-Disaster/Disaster Period
  - A. In the event of an impending or declared disaster/emergency, the County Administrator may direct employees to not report for their regular duty assignments. The County Administrator will determine the number of days paid, if any, for non-critical employees who are directed to not report to work. During this period, employees should regularly contact their applicable department emergency activation call in number, monitor local

radio and television stations for information and instructions, and when directed, report back to work.

B. Emergency or Disaster Assigned Employees

1. **Non-exempt Employees** that are required to work during an emergency will be paid in accordance with applicable law, County policy, and various union contracts.
2. **Exempt employees** full time and part time employees, in the non- executive pay plan, that are required to work, will be paid straight time pay for all hours worked during the affected period, in addition to their regularly scheduled hours.
3. **Executive employees** will be paid, in addition to their regular salary, at straight time for hours worked during an emergency, to a maximum of 12 hours in a 24 hour period. The first 8 hours of non-regular scheduled work will not be paid. This also includes Battalion Chiefs; refer to Section 19, E. of their contract.

C. Emergency or Post Disaster/Recovery Period

1. Employees who are on **Pre-Approved Sick, Vacation or FMLA** leave will be deducted in the normal manner during this period.
2. All hours worked will be in the form of pay. No compensatory time will be reported.
3. A memo regarding pay treatment will be sent to Department/Division Heads following an emergency or disaster, from the County Administrator.
4. It will be the department's responsibility to verify hours worked. Since departments are responsible for all wages paid to County employees, they should carefully scrutinize the hours submitted, including those for any alternate work assignments.



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**ROBERT WEISMAN**  
**COUNTY ADMINISTRATOR**