

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES DEPARTMENT
SUBJECT: EMERGENCY COMPENSATION POLICY
PPM#: CW-P-076

<u>ISSUE DATE</u>	<u>EFFECTIVE DATE</u>
April 7, 2025	April 7, 2025

PURPOSE:

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

UPDATES:

Future updates to this PPM are the responsibility of the Director of Human Resources.

AUTHORITY:

- Palm Beach County Merit Rules, applicable laws and collective bargaining contracts, as may be amended.
- Applicable laws, as may be amended.
- Applicable bargaining contracts, as may be amended.

DEFINITIONS:

Refer to **Attachment A** for a listing of definitions related to this PPM.

POLICY:

This policy is activated automatically when the earlier of any one of the following scenarios occurs and continues until termination as described below:

- 1) Beginning with an employee's receipt of a notice to report to an Emergency Assignment or Notice of Activation, either of which may occur apart from or in advance of a countywide declaration of emergency, in order to begin preparations for a potential emergency or respond to an emergency; or
- 2) Beginning with an employee's receipt of a notice to report to an Emergency Assignment or Notice of Activation following an emergency situation occurring outside of Palm Beach County, in order to assign that employee to render mutual aid or assistance to another jurisdiction; or
- 3) Beginning with the signing of a local declaration of a state of emergency for all County employees.

Activated Employees receive notification of activation from the County Administrator or designee and they remain Activated Employees, for purposes of this Emergency Compensation Policy, until the County Administrator or designee determines whether an employee will remain activated or return to normal duties after the County reopens.

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 notice of closure of County offices, the County Administrator instructs employees to prepare to report to their Emergency Assignment as of a specific date and time.

The County Administrator recognizes that employees must be given the opportunity to prepare their personal property for the impact of the impending emergency, and will make every effort to allow sufficient time for this purpose prior to Emergency Assignment activation. The County Administrator, or the Department Director or designees, shall determine when employees will be released for personal pre-disaster preparation activities and when to activate employees for emergency related assignments.

Upon determination that County operations may resume, the County Administrator will order a resumption of business and document the official closure date and time and resumption of business date and time. Special Facilities (such as Airports, Palm Tran etc.) may close later and/or may resume normal operations before the County officially reopens. There may be instances in which employees may still be fulfilling gray skies duties post official resumption of County operations.

Eligible employees will be paid during the Emergency Period pursuant to the procedures set forth by this policy. The County Administrator has the authority to amend and approve special policies and exceptions to the Merit Rules and PPMs.

PROCEDURE:

A. Pay for Employees not Activated

During County closures for emergencies/disasters, employees who are not activated per the EDRP will not report to work. Pay for regularly scheduled hours during the Emergency Period will be recorded as AML in place of RGE for all regularly scheduled hours. Employees who are not Activated 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.

If an emergency/disaster occurs, but the County remains open, employees not activated per the EDRP will continue to report to their regular work location and perform their regular duties as assigned by their department.

Employees will not be paid leadworker, standby, or shift differential pay for emergency-related duties during the Emergency Period.

B. Pay for Activated Employees

Activated Employees will report to their work location as assigned under the EDRP. Activated Employees will be paid for work performed during the Emergency Period according to the following:

1. **Non-exempt employees** will be paid time and a half pay (1.5) for hours worked over 40 during the Emergency Period.
2. **Exempt employees** will be paid straight time pay (1.0) for all hours worked over 40 during the Emergency Period.

When emergencies/disasters result in a County closure, pay for regularly scheduled work hours of Activated Employees will be compensated as AML in place of RGE and automatically fulfill Activated Employees' regular time work requirement for the duration of the County closure. Therefore, during County closures, any time actually worked will be paid as Overtime according to the pay outlined above for Non-Exempt and Exempt employees.

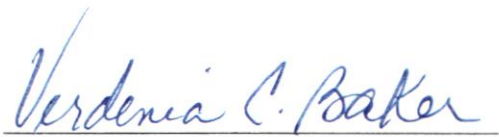
Some assignments under the EDRP require Activated Employees to report to and work in a facility that continuously operates regardless of the emergency/disaster, or "locks-down," where the Activated Employee is required to remain on site for the duration or a portion of the duration of the emergency/disaster (e.g. a shelter or the Emergency Operations Center). These Activated Employees shall be compensated up to 24-hours per day when in "lock-down" in accordance to the pay outlined above for non-exempt and exempt employees.

If an emergency/disaster occurs and the County does not close, Activated Employees will be paid as indicated in this policy.

C. Emergency Period

Employees who are on **approved leave (Vacation, C85/65, Workers Compensation, Family Medical Leave, Paid Parental Leave, Compensatory, Incentive, Furlough, etc.)** as of the commencement of the Emergency Period will be deducted in the normal manner unless the employee actually reports to an assigned emergency activation role during the Emergency Period or the approved leave was cancelled no later than the beginning of the affected pay period. (Note: Approved sick leave for appointments that are cancelled at the request of a provider during the Emergency Period will not be charged to the employee's leave balance and will be replaced with AML.)

1. All hours worked will be in the form of pay. No compensatory time will be reported.
2. All employees who elect to leave work prior to official County closure will be required to take vacation time for the early departure hours. However, employees with Emergency Assignments who are permitted to leave work to complete personal preparation activities within the preparation period designated by the Department Director will be given AML time for that designated preparation period, which shall not exceed a total of 4 hours.
3. 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.
4. Budget transfers may be required if there are concerns regarding funds for payroll. Contact your department's designated budget analyst for verification.
5. Detailed payroll entry instructions consistent with this policy will be provided to department payroll preparers by Human Resources via email.
6. All Activated Employees are required to submit an overtime entry in the official time entry system each day worked.
7. IAFF Employees will be compensated according to the provisions of their collective bargaining agreement, if any of the provisions of this document are in conflict.
8. Fire Rescue staff on mutual aid disaster response teams shall follow Fire Rescue's Disaster Deployment policy.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

1. PPM# CW-P-076, effective 07/21/2005
2. PPM# CW-P-076, effective 08/28/2008
3. PPM# CW-P-076, effective 12/18/2018
4. PPM# CW-P-076, effective 08/28/2019

ATTACHMENT A

DEFINITIONS

Activated Employees - Employees who are assigned to perform Emergency Assignments as set forth in the [Employee Disaster Response Plan \(EDRP\)](#). Activation begins at the time the employee is required to begin the Emergency Assignment as set forth in the Notice of Activation or other notification.

Administrative Leave Due to Emergencies/Disasters (AML) – Administrative Leave (AML) is an authorized leave of absence with pay issued to replace regularly scheduled hours during official County building closures. AML is not charged against an employee's earned leave. AML counts as time worked for the computation of Overtime (OT). AML pay is equal to and replaces Regular Wages for employee pay calculations. In the instance of an official County closure, AML hours are only issued in an amount necessary to make an employee whole up to their weekly regularly scheduled hours. *(For example, if the employee is scheduled to work 8 hours, the employee will be issued 8 hours. If the employee is scheduled to work 10 hours, the employee will be issued 10 hours.)*

Daily Activity Report Form (DAR Form) – the form that each Activated Employee may use to document emergency work assignment activities and hours worked. A DAR serves as field notes to properly document official time records in HRIS.

Emergency Assignment – Roles determined or assigned by the County Administrator or designee pursuant to the EDRP or other directive relating to the emergency and required to prepare for, assist during, or recover from an emergency.

Emergency Period – The period of time an employee is paid pursuant to this policy; this period of time is calculated per employee beginning on the earlier of when either the employee is activated per the EDRP , or a local declaration of a state of emergency, and continuing until the employee is instructed to return to regular duty work.

Employee Disaster Response Plan (EDRP) – The Countywide plan that tasks employees with designated work assignments intended to prepare the County for an emergency, serve and protect the public during an emergency, and assist in recovery following an emergency.

Exempt – Employees excluded from the overtime provisions of the Fair Labor Standards Act.

Non-Exempt – Employees covered by the Fair Labors Standards Act for minimum wage and overtime payments.

Notice of Activation – An email or other command from the County Administrator or designee or other authorized County official that instructs the employee to report to the employee's

Emergency Assignment or other emergency duty pursuant to the County's EDRP or official directive.

Overtime Wages (OTH and OTX) – The pay code types used to designate emergency or disaster-related overtime for staff working during an emergency/disaster scenario. OTH is for non-exempt staff and calculated at time and a half (1.5). OTX is for exempt staff and calculated at straight time (1.0).

Regular Wages (RGE) – The pay code type used to designate regularly scheduled hours in the payroll system during non-emergency periods.