

CITY OF HAMMOND

CIVIL EMERGENCY PAY POLICY

Definition: Civil Emergency: A civil emergency, including, but not limited to riots, civil disorders, epidemics, power failure, hurricane conditions, snow blizzards, or similar conditions, that may develop requiring the temporary closing of all or some of the departments and facilities of the city.

The purpose of this document is to describe additional pay policies should a civil emergency be declared and the closing of departments and facilities is deemed necessary.

EMERGENCY DECLARATION

A civil emergency is declared pursuant to Chapter 12 of the Code of Ordinances, City of Hammond, Louisiana, and/or at the discretion of the Mayor. As part of the emergency declaration, various city departments and facilities may suspend operations and be considered closed.

During a declared civil emergency, there are certain city services that will be considered essential and must be maintained. As such, there will be certain employees who will be considered essential employees during a declared civil emergency as they have the skills and qualifications necessary to maintain city services.

NOTIFICATION

The Mayor, or designee, will notify department heads of the emergency declaration and department heads will see that their respective supervisors and employees are notified as to the extent and scope of the civil emergency declaration.

The Mayor, or designee, will notify in writing department heads, city council members, and the local Office of Emergency Preparedness or their designees of the dates and times that the civil emergency is declared and the date and times of the conclusion of the civil emergency declaration. Notifications shall be made within a reasonable time after the conclusion of a declaration.

ESSENTIAL EMPLOYEES

Certain essential city services are required to be maintained in any declared civil emergency. The employees involved in these essential services are excused from work only with the specific authorization of their department head or designee. A department head, or designee, may cancel or rescind the approved leave of an essential employee during a declared civil emergency.

Employees in essential services include sworn law enforcement personnel, communicators, fire personnel, Director of Administration, public works employees, public works supervisors, and department heads city-wide. Other employees may be considered essential on a case-by-case basis as determined by the mayor, or in the mayor's absence the Director of Administration.

It is the intent of the city to notify each employee prior to an emergency situation if he or she is considered an essential employee, what their obligations may be, and to establish procedures to let him or her know whether they will be required to work. As each declared civil emergency may vary in effect upon employees and operations, the city may be required to modify duties and the status of an employee at any time during a declared civil emergency.

VARIATIONS IN EMERGENCY SITUATIONS

Emergencies may vary in their effect upon employees and operations on different shifts and at different locations. For example, city operations may close on one shift and not another or one location may be closed, but not another. In certain circumstances, the city may not close but may release employees on one shift early because of transportation or other problems.

When a civil emergency is declared, it may be precautionary in nature and may be declared before the actual emergency conditions exist and end after emergency conditions have passed.

Each situation is studied and a decision is made on the basis of specific conditions existing at the time at the particular location.

CIVIL EMERGENCY PAY

Essential, non-exempt employees that perform duties during the emergency shall be paid at two times their regular hourly rate for all hours worked during the declared civil emergency pay period. Hours worked shall count toward overtime. The civil emergency pay period will be the civil emergency declaration period.

During a declared civil emergency, essential, exempt employees may be required to work. Essential, exempt employees shall be paid according to ordinance.

Compensatory time off leave accrual or other additional benefits will not be permitted for the declared civil emergency pay period for employees not reporting to work for any reason.

Non-essential, non-exempt employees regularly scheduled to work during a declared civil emergency and who are not able to work during the declared civil emergency due to the closing of a facility, or another valid reason as defined and approved by the Mayor, or designee, shall be paid based on the employee's regular hourly rate for the normally scheduled work. Hours paid, but not worked, shall not count towards overtime.

Non-essential, exempt employees regularly scheduled to report to work during a civil emergency and who are not able to work during the civil emergency due to the closing of a facility, or another valid reason as defined and approved by the Mayor, or designee, shall receive their regular pay for the normally scheduled work.

Essential, non-exempt employees regularly scheduled to work during a declared civil emergency who are not directed to work during a declared civil emergency and are not able to work during the declared civil emergency due to the closing of a facility, or another valid reason as defined and approved by the Mayor, or designee, shall be paid based on the employee's regular hourly rate for the normally schedule work. Hours paid but not worked shall not count toward overtime.

Essential exempt employees regularly scheduled to report to work during a declared civil emergency who are not directed to work during a declared civil emergency and are not able to work during the declared civil emergency due to the closing of a facility, or another valid reason as defined and approved by the Mayor, or designee, shall receive their regular pay for the normally scheduled work.

Essential, non-exempt employees directed to work during a declared civil emergency and who do not work shall receive regular pay at the discretion and approval of the Mayor, or designee. If approved, the amount of closing pay will be his or her regular hourly rate for normally scheduled work. Hours not worked shall not count towards overtime. Failure to report to work during declared civil emergencies by employees required for essential services may be cause for disciplinary action up to and including termination. **Exception:** Employee is unable to work with doctor's certification prior to declared civil emergency or hospitalized during the declared emergency, in which case the absence will be designated sick leave or worker's compensation, if applicable.

Essential, exempt employees directed to work during a declared civil emergency and who do not work would receive their regular pay for the normally scheduled work. However, failure to report to work during declared civil emergencies by employees required for essential services may be cause for disciplinary action up to and including termination. **Exception:** Employee is unable to work with doctor's certification prior to declared civil emergency or hospitalized during the declared emergency, in which case the absence will be designated sick leave or worker's compensation, if applicable.

Any employee who is not scheduled to work for whatever reason and does not work during the emergency period shall receive no additional compensation or benefit. The emergency period shall not be considered as a holiday.