

### Exempt Employee Emergency and Disaster Pay Policy

Exempt employees are salaried County employees and are paid by each Appointing Authority's exempt pay policy. Exempt employees understand the condition and requirements of availability to emergency assignments during an emergency or disaster situation. This policy requires exempt employees be compensated at premium pay for emergency events during specified time frames as defined below.

#### A. Emergency Events

For premium pay to be applicable to exempt employees, the following emergency events must occur:

- The Board of County Commissioners (BCC) declares a state of emergency, and;
- The Pinellas County Emergency Operations Center (EOC) is activated to a Level One or Level Two activation as defined by the County's Comprehensive Emergency Management Plan (CEMP), or;
- The Appointing Authority directs employees to provide work in accordance with a mutual aid project or contract due to a state of emergency in another state or county.

#### B. Emergency Events Specified Time Frames

When the conditions in Section A exist, the following time frames may occur in direct relation to an emergency event:

1. Emergency Preparation Period: Once the BCC has declared a state of emergency, the Appointing Authorities may direct employees to assigned emergency preparation prior to any operation or office closure.
2. Operations Partially Closed: Time frame when operations are closed to the public, but employees are still directed to report to work – regular work locations or remote work sites.
3. Operations Fully Closed: Operations are closed to the public and non-emergency directed employees are directed not to report to their regular County owned or operated work locations.
4. Emergency Remediation Period: Operations are re-opened to the public, but employees are directed to complete remediation/post emergency work.
5. Emergency Mutual Aid Period: Employees are assigned to a mutual aid location based on a request from another Florida county or another state via a request from the Florida Division of Emergency Management.

#### C. Applicable Exempt Employees

During an emergency event, certain exempt employees who are directed to perform work related to the emergency situation are eligible for premium pay.

1. This includes those employees who are assigned:
  - a. Regular duties but are assigned to work in the EOC,
  - b. Regular duties but are on 24/7 availability,
  - c. Regular duties heightened due to the emergency event,
  - d. Emergency assigned duties outside their regular duties, including Customer Information Center, Emergency Shelter Operations, storm preparation, etc.
2. This does not include those employees who are assigned:
  - a. Regular duties from a remote location not included in C(1)(a), C(1)(b), and/or C(1)(c) above.
  - b. Executive level management positions as defined by the Appointing Authority. Examples of those not included within County Administration include:
    - i. County Administrator
    - ii. Assistant County Administrator
    - iii. Director, Convention & Visitors Bureau
    - iv. Airport Director
    - v. Director 4
    - vi. Workforce Relations Director
    - vii. Director 3
    - viii. Director 2
  - c. Other exclusions as designated by an Appointing Authority's written personnel policies.

#### **D. Eligible Compensation**

1. Eligible employees as defined in section C above will be compensated a rate of time and one half their base hourly rate of pay for hours worked as defined below:
  - a. All hours worked performing work directly related to the emergency situation.
  - b. Above shall also apply to sleep and idle time while stationed in a County owned or operated facility while waiting to begin or resume emergency related work.
  - c. Above shall also apply to work performed on a recognized County holiday in addition to regular pay for the holiday.
2. If an exempt employee's assigned duties per Section C above are at a higher classification and such assignment continues longer than 30 consecutive calendar days, the employee may receive a pay adjustment in accordance with rules and practices governing temporary increases.
3. Appointing Authorities may grant employees administrative leave with pay if they direct them to leave work during their regularly scheduled hours in order to prepare their homes for emergency. Applicable shift differentials will be applied to the administrative leave with pay. Employees so directed who fail to return to work as directed by management may be considered AWOL (Absent Without Leave) and subject to discipline.
4. Exempt employees who are directed not to report to work during an emergency (when County operations are fully or partially closed) will be granted leave with pay equal to their normal work hours for a period up to four weeks' duration. County employees who are directed not to report to work, due to such an emergency, for a period in excess of four

weeks' duration will be granted leave without pay for the time beyond the initial four weeks. Employees so affected shall substitute available compensatory time, floating holidays, personal day, and then available annual leave for the leave without pay. Employees may retain up to 80 hours of annual leave and be granted leave without pay for the duration.

5. County employees who have previously scheduled paid time off during such time may not be required to use the paid time off during the period of time the County is fully closed.
6. County employees not scheduled to work on a day that would be covered by leave with pay under this provision are not eligible for leave with pay on that day or any other day in substitution for that day.