



CHAPTER: 06 Human Resources	ADMINISTRATIVE POLICY#: 06.03.08
	OFFICE/DEPARTMENT: Human Resources
SECTION: 03 Compensation	EFFECTIVE DATE: September 1, 2017
SUBJECT: 08 Critical Incident Pay	CITY MANAGER: Michael W. Goodrum
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PURPOSE

Describe the compensation received by employees during a critical incident (i.e., hurricane, tornado, terrorist attack) that may require continuous work schedules for essential employees. Only the City Manager, or designee, can declare a critical incident status for the City of Coral Springs (“the City”). Upon the issuance of a Tropical Storm Warning or Hurricane Warning that includes the City of Coral Springs, the City Manager (or designee) shall identify the date and time upon which normal business operations will cease and this pay policy will take effect.

SCOPE

This policy applies to all regular budgeted full-time and part-time employees of the City at all locations. In the event any provision of this policy conflicts with a collective bargaining agreement, provisions of the collective bargaining agreement shall apply.

TERMS AND DEFINITIONS

On-Duty: the period of time during working hours an employee is at work or scheduled to be at work, or when an employee has the appearance of being at work or representing the City such as while in uniform or driving City-identified vehicles, or when performing authorized critical incident duties not within their regularly defined duties.

Essential Employee: an employee that is deemed essential by their Department Director and required to provide services to the public during a critical incident.

Non-Essential Employee: an employee that is deemed non-essential by their Department Director who provide services to the public and are not permitted to report to their workplace during a critical incident.

POLICY

The City requires all employees to work when called upon to do so even if the work schedule is outside of their normal work schedule to ensure continuation of essential services to the public. Critical incidents may require 24-hour continuous work schedules for essential employees. In

addition to compensation for those working the critical incident, there may be occasions when the City Manager determines it is necessary to close City facilities, and employees may be either sent home or advised to remain at home.

PROCEDURE

1. SALARIED (EXEMPT) EMPLOYEES

- a. Critical Incident Time when the City is considered **open** or **closed** for regular business (time coded in accordance with prevailing procedures):

First 40 hours worked: The first 40 hours worked, directly related to the critical incident during a 40 hour work schedule, shall be paid in accordance with regular exempt pay procedures.

Hours worked over 40: Hours worked, directly related to the critical incident above the 40 hour work schedule, shall be paid with a 25% premium to the employees' base hourly rate.

Employees sent home during regularly scheduled work hours to prepare for emergency and then return to work, or requested to remain at home until further notice, will be paid for regularly scheduled work hours.

2. NON-EXEMPT EMPLOYEES

- a. Critical Incident Time when the City is considered **open** for regular business (time coded in accordance with prevailing procedures):

Regular hours: Hours worked directly related to the critical incident during the regularly scheduled work schedule shall be paid in accordance with regular pay procedures.

Overtime hours: Hours worked directly related to the critical incident, but outside the regularly scheduled work schedule, shall be paid in accordance with overtime pay procedures.

Employees sent home during regularly scheduled work hours to prepare for emergency and then return to work will be paid for regularly scheduled work hours.

- b. Critical Incident Time when the City is considered **closed** for regular business (time coded in accordance with prevailing procedures):

Regular hours: Hours worked directly related to the critical incident during the regularly scheduled work schedule shall be paid a 25% premium to their base hourly rate.

Overtime hours: Hours worked directly related to the critical incident shall be paid in accordance with overtime pay procedures at time and one half of the employee's regular rate of pay (does not include the 25% premium).

Employees sent home during regularly scheduled work hours and/or requested to remain at home until further notice will be paid for regularly scheduled work hours.

3. PART-TIME EMPLOYEES

- a. Hours worked directly related to the critical incident shall be paid a 25% premium to their base hourly rate.
4. When the Department Director or designee has deemed the workplace safe, and it is safe to travel to and from the workplace to perform non-critical duties, employees will be compensated at regular salary and in accordance with normal pay procedures.
5. When the City is considered **closed** for a critical incident, *essential* employees that are on approved leave must contact their immediate supervisor or Department Director for a determination of their leave status. Such leaves may be cancelled and the essential employee recalled to duty due to the critical incident. If the leave is cancelled and the employee is recalled to duty, the hours shall be paid under Procedures 1-3 above upon arrival at the workplace.
6. Management must ensure that *essential* employees on duty receive sufficient sleep so as to avoid endangering their safety or the safety of others due to fatigue. Sleeping periods of at least 5 hours per (24) hour shift (need not be consecutive) shall be paid in accordance with Procedures 1-3 above.
7. When the City is considered **closed** for a critical incident, *non-essential* employees that are on approved leave or holiday shall be paid in accordance with the applicable leave or holiday policy. These hours shall not be paid under Procedures 1-3 above.
8. *Non-essential* employees that are unable to report to work once they are recalled to duty, shall use either compensatory time, annual leave, or leave without pay to cover their time after the recall is issued until they are able to actively report to work.

RESPONSIBILITIES

Employee: Accurately reports all hours worked and submits their bi-weekly timesheet in a timely manner to their manager for approval. Falsification of these records shall subject an employee to disciplinary actions, up to and including termination.

Management: Approves all hours worked and verifies information reported by the employee on their bi-weekly timesheet is accurate.

Human Resources: Responds to policy related inquiries and consults with employees on the interpretation of policy statements. Notifies employees of any policy changes.

City Manager: Determines when facility closures are necessary and authorizes amendments to the policy. Oversees administrative operating procedures that provide timesheet codes to support this policy.

APPROVAL

City Manager Michael W. Goodrum

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