PAY FOR EXEMPT EMPLOYEES DURING DECLARED LOCAL EMERGENCY/DISASTER

I. BACKGROUND INFORMATION

In accordance with Monterey County Personnel, Policies, and Practices Resolution (PPPR) No. 98-394 Section A.8.9.2 Declared Local Emergency/Disaster – Pay for Exempt Employees, upon and during a declaration of a Local Emergency/Disaster by the Board of Supervisors and State, the County Administrative Officer or authorized designee shall direct compensation be paid for extra hours worked by exempt employees assigned to provide emergency special services for the protection of life, property, and environment or to prevent a signification interruption in County services during such Local Emergency/Disaster. In such Local Emergency/Disaster, employees in overtime exempt classes, shall be compensated at their regular hourly-equivalent rate of pay for hours worked in excess of forty (40) hours in a work week or eighty (80) hours in a pay period pursuant to applicable bargaining unit MOU or in accordance with PPPR Section A.8.4. In order to qualify for extra compensation, the Department Head or designee must provide justification for why the employee should receive extra compensation for extra hours worked and authorization must be approved by the CAO or designee.

In the event of a declared emergency or disaster by the County Administrative Officer (CAO), County departments are required to track time related to response and recovery efforts to help ensure that the County can recover eligible costs through the federal and state disaster assistance programs and other sources. Only the actual hours worked beyond the regular duty time can be claimed. Standby time is not eligible for reimbursement. All reimbursement is based on supporting documentation. Failure to properly document costs may result in part or the entire claim being ineligible for reimbursement. Therefore, it is essential that careful records be kept of, at a minimum, the following:

1. Regular and extra hours worked by all
2. Time and dates of all actions taken e.g., when the emergency/disaster was declared by the County Administrative Officer, when disaster proclaimed by the County Board of Supervisors, when mutual aid sought, etc.

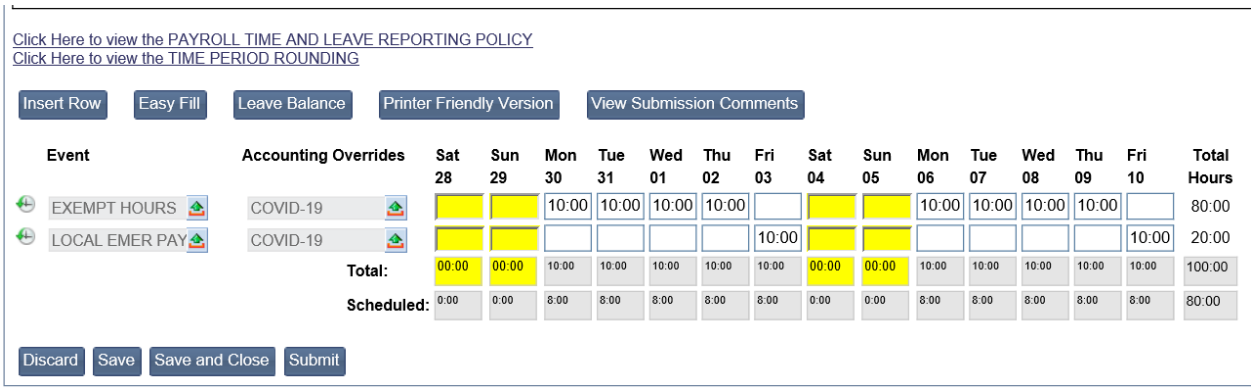
II. PROCEDURES

1. The County Administrative Officer or authorized designee declares a Local Emergency/Disaster.
2. The County Board of Supervisors proclaim a Local Emergency/Disaster.
3. The County Administrative Officer or authorized designee will notify departments of the declared Local Emergency/Disaster.
4. Department Heads will collaborate with the Human Resources Department to identify essential staff that are required to work during the declared Local Emergency/Disaster.
    a. Department Heads shall ensure that employees are aware of their individual responsibilities by notifying them of their emergency work assignments.

        i. Those assignments may include reassignment to another job function and/or department or division.

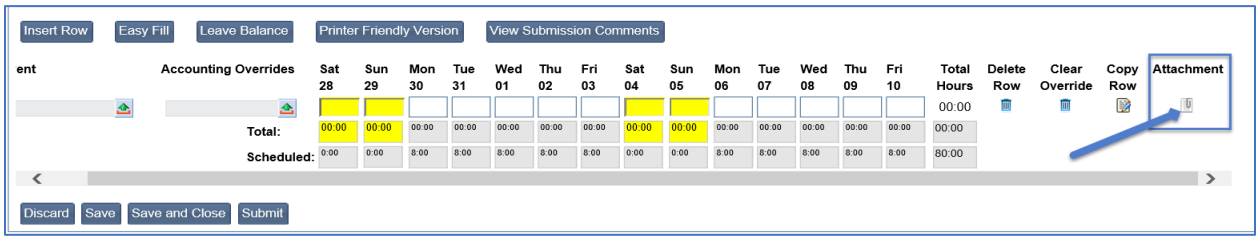
5. Departments and/or employees must timely and comprehensively document and track all employee time during the response and recovery phase.
    a. All emergency hours must be captured on the designated time sheet, labeled with the appropriate type of work performed. Departments and/or employees will use the following Federal Emergency Management Agency (FEMA) forms to track hours worked:
        i. ICS Form 211: Sign-in Sheet used to document employee attendance for each operational period.
        ii. ICS Form 214: Activity log at the end of each operational period. Activity log will document the start and end of shift, significant event, work performed, and how this work directly relates to the emergency/disaster.
    b. It is the responsibility of each Department Head or designee to verify and record hours worked by their subordinates.
6. In order to receive compensation for extra hours, exempt employees will need to follow the following steps as reflected in the screenshot below:
    a. Employees will code their timesheet for all of their hours worked under HREXP.
    b. Employees will need to code their timesheet with the associated emergency/disaster override code (e.g. COVID19, 2020FIRES).
    c. Employees who are regularly assigned to provide emergency special services for the protection of life, property, and environment or to prevent a significant interruption in County services during such Local Emergency/Disaster shall be compensated for extra hours worked over forty (40) in a week or eighty (80) in a pay period. Such employees who have worked more than forty (40) in a week or eighty (80) in a pay period will use the override code OTER. The OTER code will need to be tied to emergency/disaster override code (e.g.) COVID19, 2020FIRES. See sample 1 below.
    d. Exempt employees who are reassigned to provide emergency special services for the protection of life, property and environment or to prevent a significant interruption in County services during such Local Emergency/Disaster, shall be compensated for extra hours worked over forty (40) in a week or eighty (80) in a pay period for the hours performing the emergency special services. Such employees who have worked more than forty (40) hours in a week or eighty (80) hours in a pay period will use the override code OTER. The OTER code will need to be tied to emergency/disaster override code (e.g.) COVID19, 2020FIRES. See sample 2 below.

Sample 1: Exempt Employees Regularly Assigned to Provide Emergency Special Services who work over forty (40) hours in a week or eighty (80) hours in a pay period.

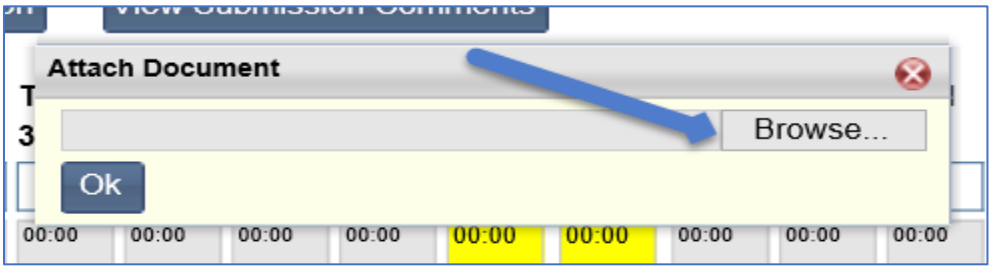


Compensation for extra hours worked for exempt employees regularly assigned to provide emergency special services, requires approval of the County Administrative Officer. In order to be considered for approval, the following steps will need to take place:

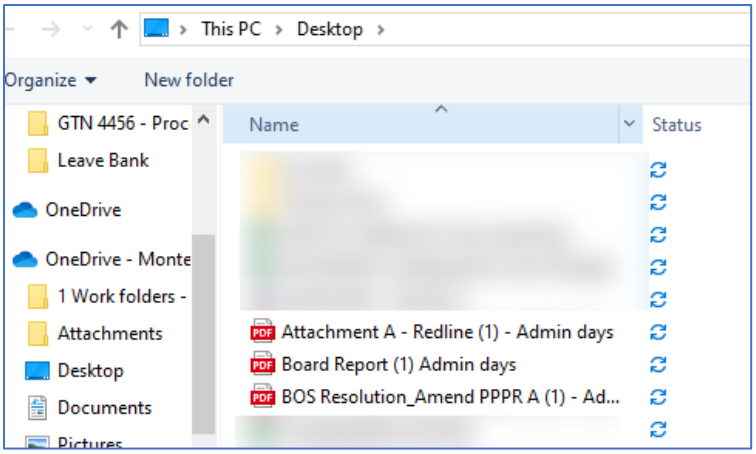
1. The employee has worked more than one forty (40) in a week or eighty (80) in a pay period. Hours in excess of forty (40) in a week or eighty (80) in a pay period shall be compensated at their regular hourly-equivalent rate of pay for such hours worked.
    a. To attach a document or email, click on the page with a paper clip which is located on the furthest right side of timesheet.



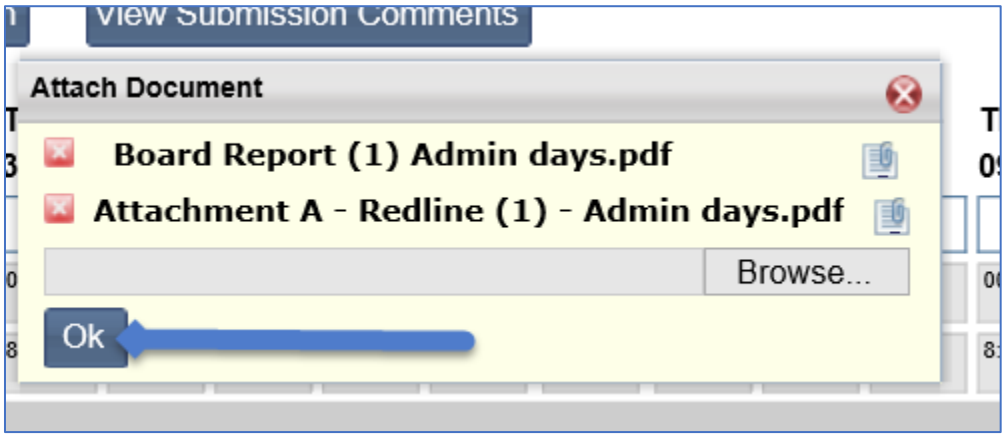
    b. A pop up will display. Click on the Browse button



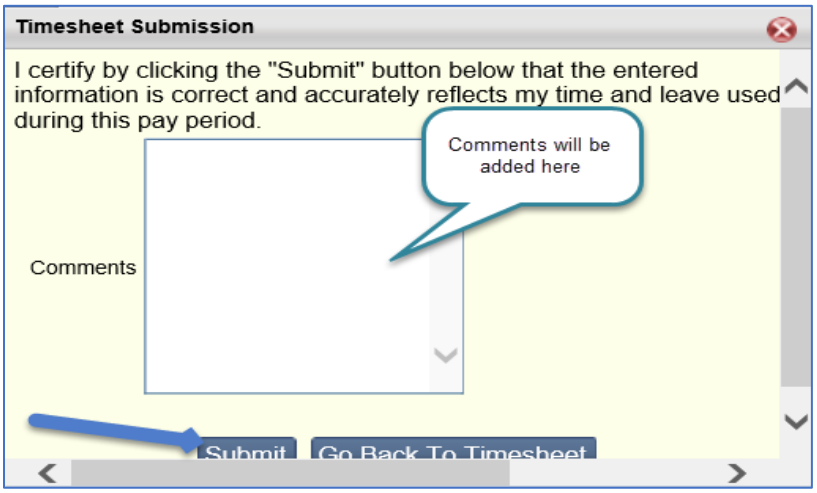
    c. The following pop up will appear. Locate the document or email you want to attach to timesheet. Highlight to attach document.



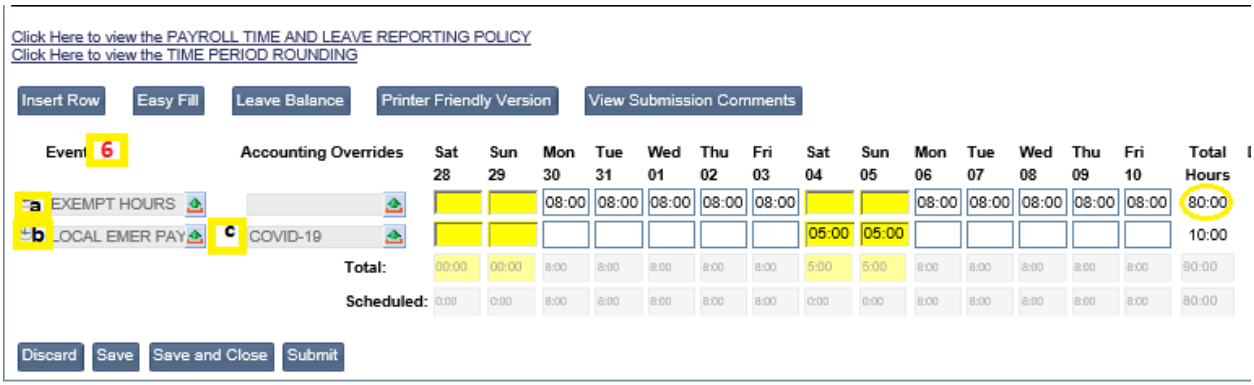
d. Screen below will appear with attachment(s), click the ok button.



e. To add comments to your timesheet a pop up appears when you submit a timesheet. You can add comments to this section. When finished, click on the Submit button.

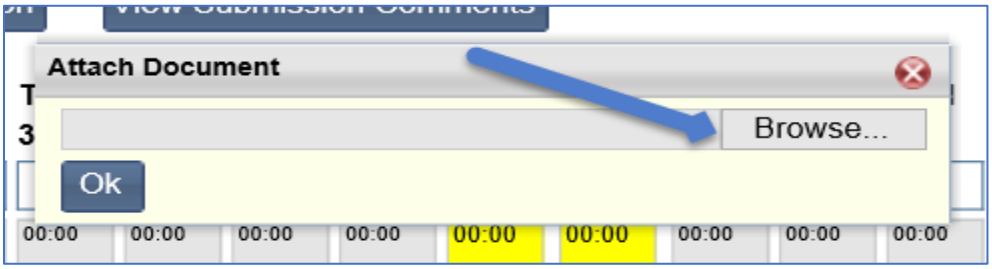


Sample 2: Exempt Employees Reassigned to Provide Emergency Special Services Working More Than 40 Hours in a Week or 80 Hours in a Pay Period.

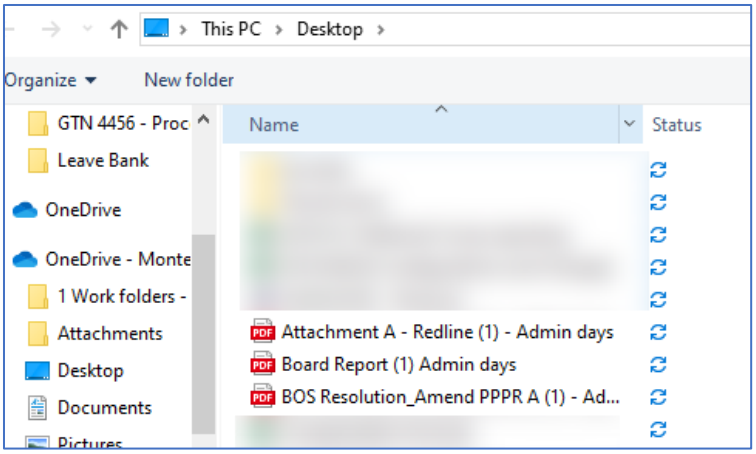


Compensation for extra hours worked for exempt employees reassigned to provide emergency special services, requires approval of the County Administrative Officer. In order to be considered for approval, the following steps will need to take place:

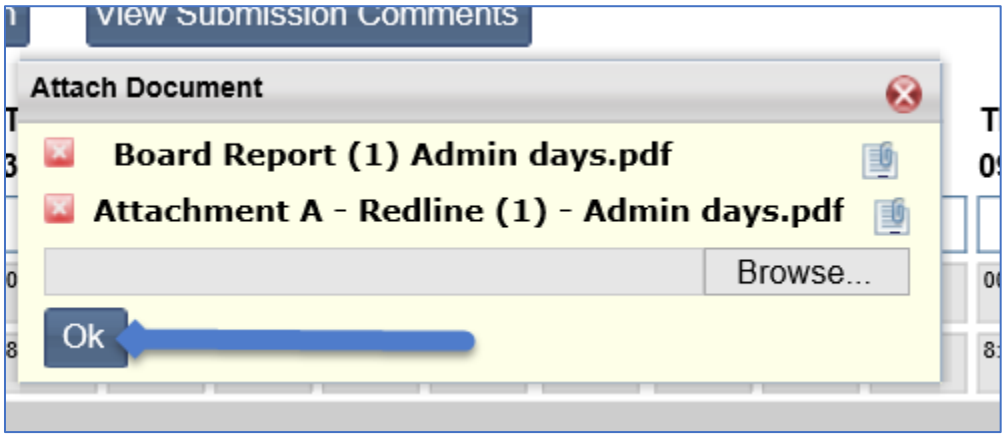
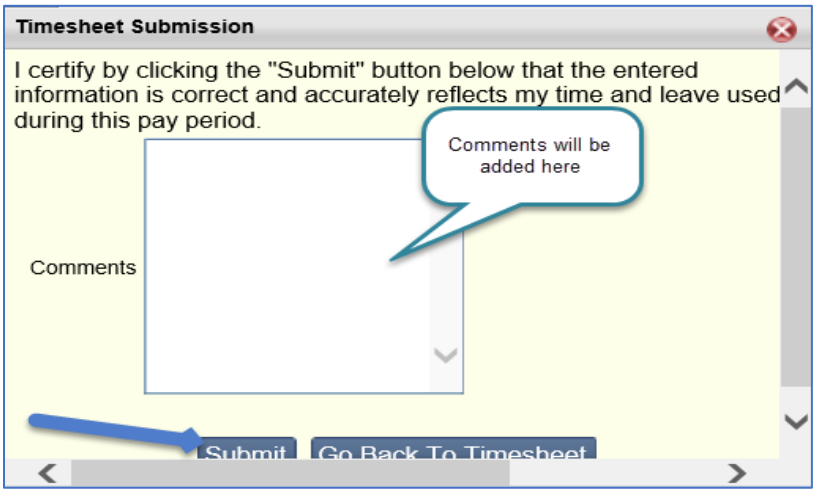
1. The employee has worked more than forty (40) hours in a week or eighty (80) hours in a pay period in their regular assignment. Hours spent performing emergency special services over and above their regular assignment shall be compensated at their regular hourly-equivalent rate of pay for hours worked in excess of forty (40) hours in a work week or eighty (80) hours in a pay period.
2. The Department Head or designee provides justification for why the employee should receive compensation for extra hours worked.
3. Notation or documentation is made on the timesheet that authorization has been approved by the CAO or designee.
    a. A pop up will display. Click on the Browse button



    b. The following pop up will appear. Locate the document or email you want to attach to timesheet. Highlight to attach document.



c. Screen below will appear with attachment(s), click the ok button.



d. To add comments to your timesheet a pop up appears when you submit a timesheet. You can add comments to this section. When finished, click on the Submit button.