

RESOLUTION 19-37

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S POLICY FOR THE PAYMENT OF ESSENTIAL EMPLOYEES DURING DECLARED EMERGENCIES; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT RESOLVED by the City Council of the City of Panama City Beach, from and after the effective date of this Resolution, that the Emergency Pay Policy attached and incorporated herein as Exhibit A to this Resolution, is hereby approved.

THIS RESOLUTION shall take effect on immediately upon its passage.

PASSED, APPROVED, AND ADOPTED in special session this 20th day of December, 2018.

CITY OF PANAMA CITY BEACH



MIKE THOMAS, MAYOR

ATTEST:



JO SMITH, CITY CLERK

EXHIBIT A

EMERGENCY PAY POLICY

All city employees are essential to the organization and are the most important part of the City's service delivery system. During times of ~~disaster~~ **emergency**, critical services provided by the City must continue to be provided during ~~disasters~~ **emergencies** to insure to the best of our ability that the public is protected. City employees who are designated by their respective department heads to perform their assigned duties to ensure that critical services are continuously offered during and immediately after disasters are issued a city employee identification card with an essential worker designation printed on the back side.

During a "~~d~~Declared ~~l~~Local ~~s~~State of ~~e~~Emergency" the City Manager shall have the authority to excuse certain personnel from responding to work and shall have the authority to authorize non-exempt personnel to work their regularly scheduled work hours and in excess of their regularly scheduled work hours. **"Declared Local State of Emergency" means any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property existing within the City, which has been declared by executive order of the Mayor.**

State of Emergency Compensation: ~~status for City employees will be addressed as follows during a "declared local state of emergency":~~

During a Declared Local State of Emergency, the City Manager shall designate which departments and employees are tasked with performance of emergency-related work eligible for compensation under this section.

-Exempt employees that are not eligible for overtime and are required to **perform emergency-related** work—~~such employees~~ will be entitled to **paid** time off equal to time worked **above 40 hours in a given week.** This time should be taken within a reasonable period after accrued as long as the request to use the accrued time will not unduly disrupt the operations of the division in providing levels of service of an acceptable quality and quantity.

-Non-exempt employees who are eligible for overtime and are required to work **perform emergency-related work**—~~such employees~~ will receive time and one-half for actual hours worked during the "declared state of emergency" irrespective of whether or not the employee's overtime threshold has been met. Once

an employee's overtime threshold has been met during a "declared state of local emergency", compensation will be paid for actual hours worked at time and one-half the employee's rate of pay (equivalent to 1.50 times the normal non-overtime wage).

-Exempt or non-exempt employees ~~that did not respond~~ **excused by the City Manager from responding** to work—~~such employees will receive their normal pay.~~

-Employees on ~~scheduled annual or sick leave—such employees on vacation or sick leave status will not change~~ **remain on leave until their return** and they will be charged leave time accordingly.

~~In order to seek FEMA reimbursement for the time each employee spends working~~
d**During** a Declared Local State of Emergency, overtime reports ~~must~~ **must** state how many overtime hours are associated with the declared emergency. Additionally, information should be included in the overtime reports that identify whether it was pre-emergency or post-emergency work. You may have additional hours that will be reported that are not associated with the Declared Local State of Emergency. Each department should retain copies of payroll records and overtime reports generated during a declared emergency until such time as you will be requested to provide these records to the appropriate office. ~~that will be coordinating FEMA reimbursement.~~