

RESOLUTION 17-147

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, ESTABLISHING A POLICY FOR THE PAYMENT OF ESSENTIAL EMPLOYEES DURING DECLARED EMERGENCIES; AND PROVIDING AN 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 regular session this 28TH day of September, 2017, *NUNC PRO TUNC* September 11, 2017.

CITY OF PANAMA CITY BEACH



MIKE THOMAS, MAYOR

ATTEST:


JO SMITH, DEPUTY 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, critical services provided by the City must continue to be provided during disasters 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 "declared local state of 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.

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

- Exempt employees that are not eligible for overtime and are required to work—such employees will be entitled to time off equal to time worked. 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—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 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 and they will be charged leave time accordingly.

In order to seek FEMA reimbursement for the time each employee spends working during a “declared local state of emergency”, overtime reports 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.