

**EMERGENCY RESPONSE PAY PROCEDURES FOR
HURRICANE IRMA – LANDFALL SEPTEMBER 10, 2017**

ATTACHMENT I

ALL LOCATIONS: Enter all employee hours worked for the Hurricane Irma Emergency Response Period (pre, during and post) into the Hurricane Irma Payroll FileMaker Database. Instructions and the database will be available Monday, October 2, 2017. **DO NOT ENTER any storm-related hours into CATS/SAP.**

Please use the following procedures to accurately record hours worked to compensate employees:

- 1) **Recording hours worked:** (If needed, use the provided form at your site for data-collection ONLY. Keep this form at your site. Do not forward this form to the Risk Management or Payroll Departments.)
 - a. Enter all time for all authorized employees per the District's emergency response list or called back to work for the storm into the Hurricane Irma Filemaker Database. Employees who were not authorized to work will not be paid.
 - b. **Pre and Post Storm Hours:**
 - Enter Date Worked, Employee Personnel Number, Start and End Times.
 - For each entry, choose the appropriate task performed by the employee. **The appropriate task performed must be chosen for each time entry.**
 - c. **Hurricane Shelter Hours:** Employees who worked at an activated hurricane shelter during the storm, see #8 below.
 - d. Once you have entered all entries for your location, using the "Print" button in the database, print the form. Entries should be sorted by Date Worked/Employee Name.
 - e. The employees **must** sign their initials in the area provided next to each payroll entry on the form.
 - f. Forward the form to your School/Department Administrator for approval and signature.
 - g. Once entries have been initialed by the employee and the form has been signed by your administrator, forward the completed form to your Cabinet Member for approval and signature.
 - h. **Cabinet Members:** Print and sign all payroll sheets received from locations. Scan the approved and signed payroll sheets and email them to the Emergency Management Mailbox at emergency.management@browardschools.com **by October 13, 2017.**
 - i. Make copies of all forms for your records.
 - j. Send ALL ORIGINAL PAYROLL FORMS via pony to the Risk Management Department **by October 20, 2017.**
- 2) DO NOT enter any hours relating to the storm into CATS/SAP.
- 3) The Database will be available from **Monday, October 2, 2017 until Friday, October 13, 2017 for payroll data entry.** The database will not be available after October 13, 2017.
- 4) After hours are entered into the Database and all forms are received, the Payroll Department will analyze the data in accordance to the *Provisions/Guidelines for Hurricane Irma Compensation Matrix*. A final list will be sent to each location for verification and approval prior to payment for these hours.
- 5) Employees can expect to be paid within two to three pay periods after the close of the database.
- 6) **Payroll Contacts:** Credit employees any sick, personal, or vacation scheduled hours for Thursday, September 7, 2017 through Sunday, September 17, 2017. Remove all absence codes (SCK, SPR, or VAC) for Thursday, September 7, 2017, through Sunday September 17, 2017, so the hours may be credited. If you have any questions about these procedures, please contact the Payroll Department at 754-321-2450.
- 7) Employees on unpaid leave will not receive pay. Temporary employees will not receive pay.
- 8) **For Employees who worked in one of the twenty-eight (28) activated hurricane shelters during the storm:** Enter the time in the appropriate "Shelter Duty" area of the Hurricane Irma Payroll Database.
 - a. Regular (Non-Food Service Employees): Choose the "Regular Employees Shelter Duty".
 - b. Food-Service Employees: Choose "Food Service Shelter Duty".
 - c. Printed forms for "Shelter Duty" also require employee initials, administrative and cabinet member signatures.
 - d. All deadlines mentioned in this document apply to these forms.

For assistance with the database, contact Victoria Stanford at 754-321-1900 or email her at vstanford@browardschools.com. For all other payroll questions, please contact the Payroll Department at 754-321-2450.