

**INSTRUCTIONS FOR EMERGENCY RESPONSE  
ADDITIONAL COMPENSATION FOR HURRICANE IRMA  
Q & A**

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**1. Where are the District Instructions and Forms located?**

- For your convenience, the form attached with this document is provided for on-site data collection only. Keep this form at your site. Do not send this form for approval and signature.
- Time is entered directly into the Hurricane Irma Payroll Database. Once all payroll data is entered, use the provided "Print" button to print the completed forms. Entries will be sorted by Date Worked/Employee Name. Risk Management will only accept forms printed from the Hurricane Irma Payroll Database.

**2. Will all employees receive their regular pay for Wednesday, September 6, 2017 (after 6:30 PM) through Sunday, September 17, 2017?**

Yes, all active, full-time employees as of Wednesday, September 6, 2017 (after 6:30 PM) through Sunday, September 17, 2017 will receive their regular pay per the matrix of *Compensation Provisions for Hurricane Irma*.

**3. Since employees were paid, will they be required to make up the time?**

Employees will not be required to make up work for Wednesday, September 6, 2017 (after 6:30 PM) through Sunday, September 17, 2017 as a result of Hurricane Irma.

**4. Will active employees on pre-approved sick/personal/vacation leave be charged for Wednesday, September 6, 2017 (after 6:30 PM) through Sunday, September 17, 2017?**

No, employees will not be charged for sick/personal/vacation leave for these dates. These hours will be reinstated.

**5. Who corrects the SAP record if an employee is charged for sick leave or vacation leave for Wednesday, September 6, 2017 (after 6:30 PM) through Sunday, September 17, 2017?**

The Location Payroll Contact will ensure that sick or vacation leave hours will be credited in SAP. Call your assigned Payroll Processor if you need assistance.

**6. If an employee is called back to work during the Emergency Response Period, can the supervisor choose to give the employee compensatory time rather than additional compensation?**

Employees who are governed by Collective Bargaining Agreements with provisions of Emergency Work Conditions must be paid in accordance with those provisions.

**7. If I have a question about whether additional pay is earned, who should I contact?**

Contact your assigned payroll processor or contact Victoria Stanford ([vstanford@browardschools.com](mailto:vstanford@browardschools.com)) in the Risk Management Department.