

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT
ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

Signature on File

September 29, 2017

TO: Cabinet Members
Principals and Department Heads

FROM: Robert W. Runcie
Superintendent of Schools

SUBJECT: **HURRICANE IRMA COMPENSATION PROCEDURES**

The School District was officially closed during the Hurricane Irma Emergency Period from Wednesday, September 6, 2017 at 6:30 pm through Sunday, September 17, 2017 at 11:59 pm. Employees will not be required to make up work hours for these dates. Employees with pre-arranged sick, personal, or vacation leave for these dates will not have their time deducted.

Please refer to the following information and attachments for employee compensation procedures for time worked by authorized personnel during the Hurricane Irma Emergency Period.

- ATTACHMENT I: Emergency Pay Procedures for Hurricane Irma
- ATTACHMENT II: Provisions/Guidelines for Hurricane Irma Compensation Matrix
- ATTACHMENT III: Emergency Response Period – Additional Compensation Q&A for Hurricane Irma
- ATTACHMENT IV: Sample Unofficial Time Sheet (For On-Site Data Collection Only)
- ATTACHMENT V & VI: Hurricane Irma Filemaker Database and instructions. **Database will only be available from October 2, 2017 to October 13, 2017.**

Please follow the enclosed instructions to compensate employees who were authorized to work either during the identified pre-preparation or post-preparation times for the storm.

1. A SAMPLE Payroll Timesheet is attached. You may use this form at your site as a tool for data collection purposes ONLY.
2. Enter all payroll data directly into the Hurricane Irma Payroll Filemaker Database.
3. After entering all payroll for your location, using the "Print" button provided in the database, print the forms. **Risk Management will only accept forms printed directly from the database.**
4. Obtain required employee initials next to **each** payroll entry and the site administrator signature on the forms.
5. **For Shelter Workers:** Enter time for employees who worked in the twenty-eight (28) activated hurricane shelters during the storm into the appropriate "Shelter Duty" area of the Hurricane Irma Payroll Database.
6. Forward all completed and signed forms to the appropriate Cabinet Member for approval and signature.
7. **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**. Copy your school/department location administrator on the email.

8. Make copies of all approved/signed forms for your records. Send ALL ORIGINAL PAYROLL FORMS via pony to the Risk Management Department by **October 20, 2017**.

For general questions, please contact the Employee & Labor Relations Department at 754-321-2140. For payroll questions, contact the Payroll Department at 754-321-2450. For database questions, please contact Victoria Stanford at 754-321-1900, or email vstanford@browardschools.com.

RWR/CN/LG/SL/VS;jh

Attachments (6)

c: Board Members