

SUBJECT: EMERGENCY PAY PROCEDURES

GENERAL:

The purpose of this bulletin is to outline the procedure for paying employees who were either authorized or called back to work during a declared emergency period. An emergency is declared by the Superintendent or his/her designee or the Board when a condition out of the control of the Board occurs, such as a hurricane, tornado, windstorm, flood or any other act of nature or mankind. Employees who are required or called back to work during a declared emergency period will be compensated at the “emergency pay” rate stated in their bargaining unit contract in effect at the time of the emergency or as determined by the Superintendent and/or Associate Superintendent of Human Resources. The start and end dates of the declared emergency period are determined by the State or the Superintendent or his/her designee. Declared periods may be extended for certain groups of employees depending upon the severity of the emergency.

AUTHORIZATION TO WORK

Only employees who were authorized or called back to work by their Principals/Directors, Executive Leadership Team member or the Superintendent will receive compensation for hours worked during a declared emergency. Employees who receive authorization or were called back to work must follow the call back procedures when reporting to work during a declared emergency unless directed otherwise by their Principal/Department Head, their Executive Leadership Team member or the Superintendent.

APPROVAL PROCESS

All employees who were authorized or called back to work during a declared emergency must complete an emergency timesheet. All timesheets must be approved and signed by the appropriate administrator and/or Executive Leadership Team member prior to time entry or payment of the hours. Emergency hours must be documented and approved prior to following the time entry instructions.

EMERGENCY TIMESHEETS/DAILY ACTIVITY REPORT

Emergency Timesheets must be used to document hours worked during a declared emergency. All employees who worked during a declared emergency must complete an Emergency Timesheet within 5 days after the work is performed. Copies of completed and approved timesheets must be distributed as follows prior to time entry:

- (1) Original kept at the location for auditing purposes
- (2) Copy sent to Payroll for payroll purposes
- (3) Copy sent to the Safety Department for emergency expenditure tracking purposes.

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➤ **Timesheet Requirements**

The following fields are required and must be completed by the employee:

- School/Department Name – if the employee worked at a location other than their home location, the name of location where the work was performed must be entered in this field.
- Employee name – name must be printed
- Employee signature
- Personnel number
- Date(s) worked
- Hours worked
- Hourly rate
- Emergency related essential tasks performed – describe the work performed
- Equipment used
- Materials purchased or taken from stock

➤ The following fields are required and must be completed by the Payroll Contact and Administrator:

- Location number – must be entered in this field for the location where the work was performed
- School/Department Administrator – printed name and signature
- ELT (Executive Leadership Team) member – printed name and signature
- Date - date of approval

MAKE-UP TIME

Depending on the severity of the emergency and the number of days the District is closed, the Superintendent or his/her designee will determine whether employees will be required to make up calendar days that were missed due to an emergency. If the Superintendent or his/her designee determines that make-up days are required, a schedule identifying those days will be disseminated.

COMPENSATION

Employees are compensated for emergencies based upon their bargaining unit agreement in effect at the time of the emergency. The Employee Relations Department will publish a compensation matrix that will outline how each group of employees will be compensated for the specific emergency. The matrix will be published within ten (10) business days after a declared emergency and will be included as part of the “Compensation/Provision Procedures and Guidelines” package from the Office of the Associate Superintendent of Human Resources.

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ABSENTEEISM DURING A DECLARED EMERGENCY

If an employee is absent during a declared emergency, the absence should be handled in the following manner:

- Pre-approved Vacation
 - If the District was officially closed due to a declared emergency while an employee was on a pre-approved vacation, the employee will receive an adjustment (credit) for the number of hours/days the District was closed during the emergency.
For example:
If an employee was pre-approved for vacation from August 10 – 15 and as a result of a declared emergency, the District is closed on August 10 and 11, upon return, the employee will receive a credit adjustment of two vacation days (the number of hours is dependent upon the employee’s work schedule).
- Sick
 - If an employee is out sick during a declared emergency and the District is closed, the employee will receive credit for the number of days the District is closed as illustrated in the example above.
- PLV (Unpaid Absences)
 - If an employee was charged PLV because all sick and/or vacation hours have been depleted and the District was closed due to a declared emergency during the time of the PLV, upon the employee’s return the PLV hours/days will be changed to “regular” time and the employee will be compensated for the absences based on the guidelines included in the Compensation/Provision Procedures and Guidelines package.
- FUR (Unpaid Furlough Hours)
 - If an employee was out on an unpaid furlough day(s) during a declared emergency and the District was closed during their absence, the employee will be docked for the furlough hours/days as per the furlough program guidelines.
- Leaves
 - Paid Leave - if an employee is out on a paid leave during a declared emergency and the District is closed, the employee will receive a credit for hours/days the District was closed. The credit will be applied towards the type of absence used for the leave.

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- Unpaid Leave (Active status) - if an employee is out on an unpaid leave but is still in an active employment status, the absence will be adjusted and the employee will receive compensation for the hours/days the District was closed.
- Unpaid Leave (Inactive status) – if an employee is out on an unpaid leave and is in an inactive employment status, the employee will **not** receive compensation for any hours/days the District was closed due to a declared emergency.

DECLARED EMERGENCY PAID LEAVE

Some employees may be eligible for the declared emergency paid leave. Refer to School Board Policy #4412 for eligibility requirements.

TIME ENTRY AND PAYMENT PROCESS

Guidelines, Forms and Instructions

- **Payroll:**
Payroll Contacts must **not** enter hours pertaining to a declared emergency into CATS, KRONOS or COMPASS. Payroll Contacts will be required to enter hours from the approved FEMA timesheets into a secure FileMaker Pro database. Payroll will distribute specific time entry instructions within 10 business days after the official end of a declared emergency.
- **Employee Relations Department:**
Within approximately 10 days after the end of a declared emergency, the Employee Relations Department will distribute a “Compensation/Provision Procedures and Guidelines” package. Several documents will be included in this package and **MUST** be thoroughly reviewed by Payroll Contacts and Administrators.
- **Safety Department:**
The Safety Department will provide updated Emergency Timesheets and instructions which will be included with the above referenced “Compensation/Provision Procedures and Guidelines” package from the Employee Relations Department.

Payroll Contact’s/Administrator’s Responsibilities:

- Ensure all timesheets are completed and approved within the required timelines as outlined in the “Time Entry Procedures for _____ (Name of emergency)”. This document will be distributed by Payroll within 10 days after the end of a declared emergency.

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BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

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- Enter hours from approved FEMA timesheet into FileMaker Pro database using a secured password (the password instructions will be included with the Time Entry Procedures above).
- Distribute copies of approved timesheets to the appropriate departments as outlined above in the Emergency Timesheet/Daily Activity Report section.
- Review and approve emergency hours entered into FileMaker Pro database.

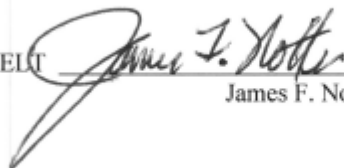
Payroll Responsibilities:

- Provide Time Entry Procedures document within 10 days after a declared emergency.
- Upload and analyze hours entered by Payroll Contacts into FileMaker Pro database.
- Prepare payroll registers of hours entered by the Payroll Contacts.
- Distribute registers to locations for review prior to finalization.
- Make corrections to payroll registers after receipt, if necessary.
- Finalize and process payments.
- Run reports of emergency hours for the Safety Department.

Safety Department Responsibilities:

- Compare payroll reports to approved emergency timesheets received from locations to verify accuracy for emergency expenditure tracking purposes.
- Prepare and submit appropriate documents for requesting parties.

APPROVED BY ELT



James F. Notter 08/09/2010

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