

**Policy:**

The following pay procedures apply when any natural, technological or human caused emergency or disaster requires a State of Local Emergency Declaration by either the Board of County Commissioners or in accordance with the provisions of Lee County Ordinance # 87-01. Department directors have discretion in designating employees as essential personnel and assigning employees to work during a declared emergency/disaster.

**504:1 EMERGENCY DUTY PAY**

1. County personnel who are designated as essential employees by their department director and are assigned to work during a declared emergency/disaster when normal County operations have been closed shall be compensated in the following manner:

**Non-exempt:**

Non-exempt employees shall receive two times (2.0) their regular hourly rate of pay for all hours worked during a County closure for the first forty (40) hours worked in a single workweek. Non-exempt employees shall receive two and a half times (2.5) their regular hourly rate of pay for all hours worked over 40 during a County closure in a single workweek.

**Exempt:**

Exempt employees in pay grades 302 and lower shall receive one and a half times (1.5) their regular hourly rate of pay for all hours worked during a County closure.

Exempt employees in pay grades 303 and higher shall not be eligible to receive additional pay for hours worked during a County closure.

2. Employees who are required to work during a declared emergency/disaster when normal County operations are open shall be compensated at their regular rate of pay following normal pay procedures.
3. It is the department's responsibility to accurately record all hours worked during an emergency/disaster and approve all payments following established payroll processing procedures.
4. Employees who are not required to work during a declared emergency/disaster when normal County operations have been closed shall receive full pay for the workday (closure pay) based on their regular rate of pay and regular daily work hours. Closure pay shall not count as hours worked, and will not count towards the overtime rate of (1.5), or disaster hours worked over 40 (2.5).
5. When the County closes after the start of a workday due to a declared emergency/disaster, employees who report to work and are subsequently released by the

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County Manager, or designee, will receive full pay for the workday (closure pay) based on their regular rate of pay and regular daily work hours.

## **504:2 LEAVE**

1. Employees who are not required to work during a declared emergency/disaster when normal County operations have been closed, and who are on an approved leave, shall not be eligible for any additional paid time off and will be paid according to their approved original leave request.
2. Employees who are on an approved leave that ends while normal County operations have been closed during a declared emergency/disaster shall be eligible for closure pay beginning on the day after their approved and utilized leave ends.
3. Employees with an approved and scheduled leave when normal County operations have been closed who are not able to take their leave due to a declared emergency/disaster shall be allowed to rescind their leave request and receive closure pay.



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