



Reference Guidelines: Emergency Operations and Closures – Full-time Employees

During an emergency, our first concern is the health and safety of our employees. Below, for your convenience, are general policy guidelines that address many of the circumstances that arise due to emergency operations and closures. Although severe weather conditions are typically the reason for government closures, work delays or early dismissals, these procedures can apply to any kind of emergency (e.g., power outages, water main breaks, widespread illness, etc.). All full-time personnel will be paid for regular work hours during any emergency closures.

Applicability

These policy guidelines are applicable to all full-time LFUCG employees, except those sworn employees covered by a collective bargaining agreement. These policy guidelines are in effect during a state of emergency declared by the Mayor.

Policy Guidelines: Emergency Operations - Government Offices are Open (Includes Option for Approved Employees to Telework)

Reporting to Work

When government offices are open, employees are expected to report to work under normal conditions. However, employees who are sick are encouraged to stay home or, for those approved to telework, work from home.

Sick Leave Policy

Under normal circumstances, employees may be required to use sick leave for absence(s) due to illness and may even be required to provide a doctor's note for the absence(s). However, during emergency operations due to widespread illness, employees may use any available leave category and will not be required to provide a doctor's note to validate the illness.



Telework

Telework can play a significant role in an emergency by allowing LFUCG to maintain operations and productivity. As such, there may be some departments or divisions that have the ability to provide the option of telework for their employees on a case-by-case basis and Commissioners have the flexibility to determine the necessity and approve as needed. Special attention should be given to those employees designated to telework occasionally or on an as-needed basis so that they are prepared to telework during circumstances that prevent them from reporting to the office (i.e., having proper equipment and system access available). Employees must follow their department or division's instructions when performing telework and all time worked shall be recorded.

Reporting Time

Record all time worked, including work via telework, as REG – Regular Base Compensation.

Policy Guidelines: Emergency Operations - Government Offices are Closed

In the event that government offices are closed, all full-time personnel will be paid for their regularly scheduled work hours during the closure.

Communicating Decision to Cancel Work

Regarding the communication of any decision to cancel all or any part of a workday for employees, appropriate information will be communicated primarily via the LFUCG's emergency notification system. Those employees who are not currently enrolled in this system should contact their payroll coordinator to do so.

Expectations of Emergency v. Non-Emergency Personnel

During an interruption in daily operations due to an emergency closure, each department or division is in the best position to determine its own needs and is responsible for determining which employees to designate as emergency personnel given the circumstances. If an employee is designated to work, they shall be considered "emergency" for the purposes of time reporting. Employees who obtain permission to work, but are not otherwise required to work will report time in the same manner as "emergency". Employees who are not required to work are considered "non-emergency".

Accounting of Employee Work Time

Employees who are designated as emergency personnel or those employees who are granted permission to work given a particular set of circumstances shall record all hours actually worked as REG – Regular Base Compensation, offset hours for the emergency closing as needed using the code EMRG – Emergency Closing, and bank any unused emergency leave. Employees with banked leave may use that time with the approval of the employee's supervisor, within the twelve-month period following the work cancellation. This leave bank is maintained by the Payroll Coordinator.



Please find some typical examples of time reporting below for an employee who is scheduled to work five eight-hour days per week. These examples may be adjusted for those who work alternate work schedules.

**Full-time employee, scheduled 40 hours per week
(Five, eight-hour work days)**

Scenario	Emergency Personnel - designated as required to work or employees otherwise approved to work	Non-Emergency Personnel - not designated as required to work or not otherwise approved to work
There is an emergency closure on Monday and I did not work.	Record 8 hours of EMRG, unless time reported exceeds 40 hours that week. If so, excess EMRG time is banked for later use.	Record 8 hours of EMRG, unless time reported exceeds 40 hours that week. If so, use only enough EMRG hours to equal 40 hours.
I worked 8 hours on Tuesday (onsite or via telework) when offices were closed for the day.	Record 8 hours worked (REG) and bank 8 hours EMRG.	Employee was not approved to work and did not work and, as such, recorded 8 hours EMRG.
There was an emergency closure on Friday and I was not required to work. I worked 35 hours Monday through Thursday.	Record 35 hours worked (REG) and 5 hours of EMRG. Bank 3 hours of EMRG.	Record 35 hours worked (REG) and 5 hours of EMRG on Friday.
I was on approved vacation during the emergency closing.	Report your previously approved vacation as usual.	Report your previously approved vacation as usual.

NOTE: Non-exempt employees who work from home or any other location must be compensated for all time worked.

Please contact Winona Embry in Payroll with any questions or concerns at (859)258-3034.

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