



## Reference Guidelines: Emergency Operations and Closures – Part-Time and Seasonal 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 part-time and seasonal personnel will be paid for regular work hours during any emergency closures.

### **Applicability**

These policy guidelines are applicable to all part-time and seasonal LFUCG employees and 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, eligible 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, eligible 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 part-time and seasonal 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

Part-time and seasonal 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 and account for scheduled hours during the emergency closing as needed using the code EMRG – Emergency Closing. Part-time and seasonal employees are not eligible to bank EMRG – Emergency Closing leave.



Please find some typical examples of time reporting below for a **part-time** employee who is scheduled to work five four-hour days per week, or twenty (20) hours per week. These examples may be adjusted for those who work alternate work schedules.

**Part-time employee, scheduled 20 hours per week  
(Five, four-hour work days)**

<b>Scenario</b>	<b>Emergency Personnel - designated as required to work or employees otherwise approved to work</b>	<b>Non-Emergency Personnel - not designated as required to work or not otherwise approved to work</b>
I worked 4 hours on Tuesday (onsite or via telework) when offices were closed for the day.	Record 4 hours worked (REG).	Employee was not approved to work and did not work and, as such, recorded 4 hours EMRG.
I worked 17 hours Monday through Thursday. There was an emergency closure on Friday and I was not required to work.	Record 17 hours worked (REG) and 3 hours of EMRG.	Record 17 hours worked (REG) and 3 hours of EMRG.
I was on approved vacation during the emergency closing.	Report your previously approved vacation as usual.	Report your previously approved vacation as usual.



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

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

<b>Scenario</b>	<b>Emergency Personnel - designated as required to work or employees otherwise approved to work</b>	<b>Non-Emergency Personnel - not designated as required to work or not otherwise approved to work</b>
I worked 6 hours on Tuesday when offices were closed.	Record 6 hours worked (REG) and 2 hours of EMRG.	Employee was not approved to work and did not work and, as such, recorded 8 hours EMRG.
I worked 32 hours Monday through Thursday. There was an emergency closure on Friday and I was not required to work.	Record 32 hours worked (REG) and 8 hours of EMRG on Friday.	Record 32 hours worked (REG) and 8 hours of EMRG on Friday.

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.

Issued March 10, 2020

