

East Lake Tarpon Special Fire Control District

	<i>SOP 109 Emergency Pay Practices</i>	
	Implementation Date: 05/2003	Revision Date(s): 05/26/2009
		Reviewed Date(s):
	Forms or Attachments: None	

PURPOSE:

The District realizes that there will be times that Staff and other Salaried Employees will be required to return to duty and stay for unknown and potentially long periods of time during MAJOR EMERGENCIES such as, but not limited to, Hurricanes, Tornadoes, Floods, and Wildfires.

Due to the disruption this may cause, bargaining employees will be compensated for their time at an overtime rate (unless otherwise specified in the Management/Labor Agreement). Non-bargaining employees will receive overtime if Pinellas County, State of Florida or the Federal Government declares a “State of Emergency” for the State of Florida or individual Counties.

If a non-bargaining unit employee(s) are not compensated with overtime, the employee will receive time off for the actual hours worked (the provisions of SOP 111 will apply).

PROCEDURE:

- X The Fire Chief shall have the authority to require Staff and other salaried Employees to remain on duty, or be recalled to duty, in preparation of, during, and for the recovery period of the above listed emergent situations.

- X A Time Log shall be kept for each employee for the entire period and turned into the Fire Chief for his verification and signature.

- X The Time Log will be given to the Financial Administrator for pay adjustments and record.

SPECIAL NOTES:

- X This policy is in no way to be utilized to make null and void the exempt status of otherwise salaried employees as it relates to the Fair Labor Standards Act (FLSA).

- X The District realizes that there will be times when Staff and Line Personnel will realize extraordinary circumstances that will cause them not to be able to report for duty. The individual(s) that experience such hardships may, in writing, submit to the Fire Chief or designee, a detailed explanation of the circumstances that required them not to report for duty. The Fire Chief or designee will determine if the absence warrants compensation. Each occurrence will be judged on an individual basis.

If compensation is rewarded, the individual's accrued vacation (VA) will be used to supplement the loss of scheduled compensation. If there is no available accrued compensation, the individual will need to acquire a Mutual Exchange (ME) or no compensation will be made.

Failure to report for duty may lead to disciplinary action or termination.