



# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
4.09	Emergency Response by Employees	03/18/2015

#### PURPOSE

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Employees are responsible for assisting the County in protecting the public's health and safety during emergencies. As such, all employees are expected to participate as assigned during the emergency period and accept duty assignments in order to prepare and/or respond to the emergency situation. The general nature of these responsibilities will be based on the emergency roles or temporary emergency assignments assigned to County departments and in the Taylor County Emergency Management Plan or by the County Administrator as needed. Assignments are likely to vary during the emergency, and employees could be asked to work in areas or positions other than those to which they are normally assigned.

#### REFERENCE

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Personnel Policies adopted effective October 1, 2014  
Comprehensive Emergency Management Plan January 2012

#### POLICY

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County Department Directors shall ensure the availability of employees to protect, secure and recover County property, equipment and services from the effects of a disaster and make ready all available resources to respond to the event as requested by an Incident Commander or the County Emergency Operations Center.

County employees who are not assigned either an emergency support function responsibility, or needed to close down a County office or facility within their division, will be identified by their department as available for an emergency duty assignment. That reassignment may include assisting other departments and/or the Emergency Operations Center in carrying out emergency assignments or missions.

If the County is closed during a locally declared emergency, employees who have not been given emergency duty assignments, or are excused from disaster duty, are subject to

recall at a later time in support of the emergency. During the period when Taylor County remains closed for normal business operations, these employees must call in or report to work to the designated department representative in accordance with departmental plans no later than four (4) hours after the occurrence of the incident/emergency. If not assigned at that time, the employee must continue to call in each twenty-four-hour period to see if their services are required. Employees must provide a telephone number(s) where they can be reached each twenty-four-hour period during the locally declared emergency. Failure to comply with this requirement may subject the employee to disciplinary action, up to and including termination of employment.

Provisions will be made to give employees sufficient time to prepare their families and protect personal property from hurricane forces and/or flooding conditions. Directors and Supervisors will coordinate work schedules to make reasonable accommodations for family protection.

Department Directors shall submit an internal disaster response plan that compliments the County's Emergency Management Plan to the Emergency Management Department as directed by Emergency Management. These plans will include provisions for employee communications and other matters addressed in the Plan. Job descriptions clearly designate that all positions are essential.

During the period following a locally declared emergency, emergency pay provisions will apply until clean up or recovery is completed as determined by the County Administrator or until the Local State of Emergency expires.

Declared is defined as FEMA declared.

During the period of a declared state of emergency all employees exempt and non-exempt will be paid at time and one-half the employee's rate of pay for all overtime worked for any/all work performed due to emergency response.

All full-time and part-time employees will be paid per Personnel Policy Section IV – Compensation Plan, OVERTIME WORK AND PAY and the Fair Labor Standards Act and this policy hereby supersedes, replaces and strikes the bulleted section “Non-exempt employees that are eligible for overtime and are required to work” and “Exempt employees that are not eligible for overtime and are required to work.”

## **RESPONSIBLE DEPARTMENT**

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All Departments

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**Sunset Date: none**

**Revision Date: 09/08/2017**