

## SECTION 4.10: DECLARED EMERGENCY LEAVE (With Pay)

- A. Pursuant to Board of County Commissioner resolution (Resolution Vol. 342, Image 5877 and 5878, 06/13/2016), the Board of County Commissioners adopted a declared emergency paid leave program for full-time and part-time employees to assist Hamilton County, any of its communities or a recognized community organization that is providing community support and involved in the disaster response and recovery. Examples include, but are not limited to the American Red Cross, Salvation Army, etc. Seasonal and intermittent employees are not eligible for this program. An employee who is on any type of paid or unpaid leave of absence is not eligible. The program permits qualified employees of the Board to serve as volunteers, voluntarily or as assigned by the BOCC or agency head, during a declared emergency without any loss of compensation and without having to use accrued leave.
- B. An employee who is participating in the Declared Emergency Leave program will receive their regular pay and will be given just-in-time training to explain the job function the employee will be performing
- C. Employee Qualifications to serve as a Declared Emergency Volunteer are:
1. Must be a full-time or part-time employee,
  2. Must be willing to attend training for up to eight hours per year,
  3. Must have supervisor's permission
  4. Not be a convicted felon.
- D. Steps to Requesting Declared Emergency Leave are as follows:
1. An employee requesting leave under this policy must submit a Time Off Request.
  2. The immediate supervisor and department head will approve or deny requests in the order received, based on the department workload, goals, and mission.
  3. Once the employee receives the approval for his/her Time Off Request, the employee will work with Hamilton County Emergency Management and Homeland Security Agency (HCEMHTSA) or Hamilton County Public Health (HCPH) to be assigned relief work.
- E. Documentation of hours worked as an Declared Emergency Worker:
1. HCEMHTSA (Hamilton County Emergency Management and Homeland Security Agency) or HCPH (Hamilton County Public Health) will provide

documentation to verify that the employee served as a Declared Emergency Volunteer. The employee will provide this to their manager.

2. An employee working as a Declared Emergency Volunteer is expected to work the entire day to receive his/her Declared Emergency Leave pay. Employees will only receive paid leave on an hour-for-hour basis. While this will normally be the employee's regularly scheduled hours, employees paid on an hourly basis may receive over-time compensation if hours worked meet the requirements of PPM 3.5. If it is found after an employee has received pay for Declared Emergency Leave that the employee did not actually work as a Volunteer, the hours paid will be recouped from the employee's next paycheck.
  3. If while working as a Declared Emergency Volunteer a non-exempt employee, due to illness or other unforeseen circumstances, must use sick leave or other accumulated leave time as is deemed appropriate for the hours not worked up to the maximum that they are normally scheduled to work for that day.
- F. Employees must comply with the requirements of the above stated program. An employee's failure to comply with this policy will affect his/her future eligibility to participate in the Declared Emergency Leave program and may subject him/her to discipline, up to and including termination.