



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 10/1/91

SECTION 611	SUBJECT EMERGENCY STATUS
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The following guidelines are established governing the work and pay status of City personnel during a state of emergency as declared by the City Manager for total or partial City operations.

When a state of emergency is declared, department heads of operations affected will determine which positions are considered "essential" and which positions are considered "non-essential" to that particular emergency situation.

Essential positions are generally defined as those services which must be continued regardless of or pursuant to a state of emergency, which will include but are not limited to the following functions:

1. Work units which render immediate assistance to the public for the provision of emergency police protection, fire suppression, emergency communications, water, detention, medical services or similar activities on a twenty-four hour basis;
2. Operation and maintenance of equipment which is essential in clearing highways, roads, streets and municipal parking lots in the City of snow or other debris;
3. Dissemination of essential information to the public on a continual basis regarding road conditions, shelters or other emergency services.

Other services may be declared as essential to specific City operations depending on the nature of the emergency.

State of emergency do not preempt approved stand-by situations.

Compensation Policies During a State of Emergency

1. Regular work schedules may be superseded in a state of emergency without any shift change compensation.
2. Employees who are required to work during a state of emergency are compensated by standard compensation policies.
3. Regular full time employees who are directed not to report, to report late or to leave early will not forfeit any regular compensation. Time off with pay due to a state of emergency will be considered as time worked for overtime computation purposes. Part-time and temporary employees are not compensated for hours not worked.

AMENDS/SUPERSEDES SECTION 611-1, 4/15/86	REFERENCES	APPROVAL
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4. If employees in non-essential positions are relieved from duty for four hours or more, employees who are eligible for overtime compensation and who are required to work during the emergency will receive the same amount of time off with pay at a later time or will receive pay for the same amount of time. Time off or pay or a combination will be at the discretion of the department head. This provision applies only when employees in non-essential positions citywide are relieved of duty during regular Monday-Friday daytime hours. It does not apply to cases in which portions of City operations are suspended.
5. If employees in non-essential positions are relieved from duty for four hours or more, those employees who are taking approved paid vacation, sick leave or compensatory time on that day will be charged only for the amount of leave time equivalent to the time worked by employees in non-essential positions. If employees in non-essential positions are relieved for less than four hours, those employees on leave will charge a full day to the appropriate leave or will take as unpaid leave.

If an employee reports late or leaves early on a day when employees in non-essential positions are relieved, the employee will charge to the appropriate leave (or will take as unpaid leave) the difference between the hours the employee actually works and the hours employees in non-essential positions are scheduled to work.
6. Employees in essential positions who fail to report as directed may forfeit pay unless the absence is specifically approved by the department head.

Each department and operating unit subject to potential emergency operations will develop emergency operations policies and procedures.

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AMENDS/SUPERSEDES SECTION 601,11/1/80	REFERENCES	APPROVAL
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