



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

EFFECTIVE DATE: 09/01/2006

SECTION 619	SUBJECT SALARY INCENTIVE FOR EMERGENCY OPERATIONS CENTER ADMINISTRATIVE MANAGEMENT SUPPORT TEAM MEMBERS
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I. GENERAL

The Emergency Operations Administrative Management Support team provides administrative support and public information in the event of an emergency requiring activation of the Emergency Operations Center (EOC) and in other circumstances as determined by the City Manager. Team members and leaders work outside their regular position responsibilities when the team is activated. This policy does not apply to employees whose regular jobs involve emergency response responsibilities. Periodic processes are held to recruit and select team members and team leaders. The number of team members and team leaders is determined by the City Manager based upon a recommendation by the Coordinator-Emergency Management.

II. CRITERIA FOR TEAM MEMBERS AND TEAM LEADERS

Team members and leaders must meet the following criteria.

- A. Team members and leaders must be regular full-time or regular part-time employees of the City of Newport News in good standing who are selected through a competitive selection process as a team member or a team leader. Retirees of the City are also eligible to apply for this assignment.
- B. Team members and leaders may be selected from any type or level of job within the City; however, employees who are in positions which are required to respond to emergencies are normally not appointed as a team member or leader because their services may otherwise be needed in event of an emergency.
- C. Team members and leaders must attend all mandated training and special exercises held during the year unless excused by the Coordinator-Emergency Management and the employee's regular department head.

Training is usually held a minimum of four times a year.
- D. Team members must keep team leaders informed as to how they can be reached and when they are not available due to extended sickness or periods of time out of the area. Team leaders will keep Emergency Management informed.
- E. Team members and leaders must be available to respond as directed within a reasonable period of time when called for an emergency, except when an employee is on pre-approved leave or emergency medical leave. When such leave excuses the employee from training or emergency response is at the discretion of the Coordinator-Emergency Management and the employee's regular department head.

AMENDS/SUPERSEDES SECTION 619, DATED 12/10/01	REFERENCES	APPROVAL
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- F. Team members and leaders are in no way restricted during their off duty time. When there is the likelihood that team members and leaders may be called to respond to an emergency, they may be notified of the likelihood of a call or of certain reporting times, but they will normally be able to use their off duty time for their personal pursuits. Team members and leaders are not considered to be on standby in association with service on this team.
- G. Team leaders and team members with unacceptable work performance or conduct in the assignment are subject to removal from the team and loss of the salary incentive. Any violations of the Standards of Conduct will be handled in accordance with City policy.

III. COMPENSATION OF TEAM MEMBERS AND TEAM LEADERS

- A. Regular, full-time team members who have served on the team for an entire year or more and who meet all requirements shall be granted a special incentive of \$400.00 per year. Regular, full-time team members who have served on the team for 3 full years with acceptable performance and conduct, and who have attended all training and responded when called will be granted \$600.00 per year. Regular, full-time team leaders who meet all requirements shall be granted a total incentive of \$1,000.00 per year. Such incentive shall be paid in December of each calendar year the employee qualifies for the incentive. Members who join during the year will be granted \$100.00 for each full quarter they have met the requirements for the incentive.
- B. Regular part-time employees, and retirees who are rehired to serve on this team, will be compensated at the hourly rate established for this assignment in the Part-time and Temporary Rate Schedule or, in the case of regular part-time employees, at their regular rate if it is higher than the rate established by the Part-time and Temporary Rate Schedule.
- C. In order to be eligible for the incentive payment, employees must attend all training and special exercises, and respond to the EOC when called. An employee who has had no more than one absence during the year may be granted the incentive payment if the absence is excused by the Coordinator-Emergency Management or the employee's regular department head. Any employee who has had an absence during the year that was considered to be unexcused by the Coordinator-Emergency Management and the employee's regular department head will not receive the special incentive payment.

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- D. Employees in overtime-eligible positions are paid for actual work time when they are required to report to the EOC whether for training or emergency activation. Total time worked during the week which exceeds 40 hours is considered overtime. Employees called back in after the completion of their regular scheduled workday are guaranteed a minimum of two hours compensation. See Section 615, Call Back Pay.
- E. Employees in overtime exempt positions will be granted time off at the rate of time and a half for time worked in response to an EOC activation which, combined with regular work time, exceeds 40 hours a week or equivalent schedule.
- F. Incentive payments are considered income and for all compensation and benefits purposes including taxation.

Also see Sections 608-Pay Computation Policies and Procedures, 609-Work Schedules and Schedule Changes, 610-Overtime, and 611-Emergency Status.

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AMENDS/SUPERSEDES SECTION 619, DATED 12/10/01	REFERENCES Ordinances 5624-01/6320-07	APPROVAL
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