



# HUTTO FIRE RESCUE

## WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #3

### STANDARD OPERATING PROCEDURES



<p>STANDARD OPERATING PROCEDURE - Administration</p> <p><b>#1-4.6.1 (Revised)</b></p> <p>ISSUE DATE: October 1, 2021 EFFECTIVE: October 1, 2021</p>	<p>RESCINDS: #1-4.6: Catastrophic Event Payroll Policy (2009), (2015)</p>
<p>SUBJECT:</p> <p><b>DISASTER PAYROLL POLICY</b></p>	<p>AUTHORIZED BY:</p> <p>Williamson County ESD #3 Board of Commissioners</p>
<p>REFERENCE / AUTHORITY: Fair Labor Standards Act Federal Emergency Management Agency Texas Division of Emergency Management</p>	<p>APPLIES TO:</p> <p><input checked="" type="checkbox"/> Full Time Uniformed Staff <input type="checkbox"/> Volunteer Uniformed Staff <input checked="" type="checkbox"/> Civilian Staff <input type="checkbox"/> ESD Commissioners</p>
<p>TFCA BEST PRACTICES: Chapter (s) : Item (s) :</p> 	<p>CPSE / CFAI ACCREDITATION:</p> 

### PURPOSE

Establish a fiduciary policy for Hutto Fire Rescue/Williamson County Emergency Services District #3 (Hutto Fire Rescue) for the compensation of paid employees during a Disaster Event. Nothing in this policy shall be construed as changing the "at will" status of any person employed by Hutto Fire Rescue.

### BACKGROUND

Hutto Fire Rescue shall endeavor to adequately compensate those essential paid staff members who are required to sacrifice their personal safety, as well as the safety and well being of their families, during a time of emergency for the greater good of the citizens of Hutto Fire Rescue. This policy shall be implemented in the event of certain catastrophic events including, but not limited to: hurricanes, tornados, and other Acts of God, nuclear, chemical and biological emergencies, terrorist attack(s), or any other emergency declared by a federal, state or local authority.

This policy applies to all regular full-time and part-time Hutto Fire Rescue employees as designated by the Fire Chief acting in his/her sole discretion.

## **POLICY**

### **DEFINITIONS**

**Disaster** - an event that causes great human suffering and widespread destruction which often necessitates outside assistance to full recovery, and is declared by a federal, state, or local authority.

### **GENERAL**

- A. A non-exempt paid staff member who is recalled to duty during a Disaster Event shall be paid at their regular rate of pay for all hours worked according to the requirements of the Fair Labor Standards Act (FLSA) for all hours worked during the disaster.
- B. Due to the Disaster Event lasting an entire 24-hour day, non-exempt paid staff members will be paid for a full 24-hour day.
- C. During a Disaster Event, the following schedule will be implemented for all non-exempt full-time paid staff members:
  - 1. All vacation time, days off, and shift trades will be cancelled.
  - 2. A 24/7 schedule for the crisis periods, with overtime being paid on the off-shift days.
    - a. Example: B-Shift - regular schedule workday, then A-shift and C-Shift personnel paid for overtime day.
- D. During a Disaster Event, the following schedule will be implemented for all non-exempt part-time paid staff members:
  - 1. A 24/7 schedule for the crisis periods, with overtime being paid on the off-shift days.
    - a. Example: B-Shift - regular schedule workday, then A-shift and C-Shift personnel paid for overtime day.
- E. This Disaster Event work schedule will be in effect until adjusted back to the regular work schedule by the Fire Chief.
- F. Exempt paid staff members who evacuate the area with vital records and computers will establish an office to carry on all vital operations to keep Hutto Fire Rescue operating. Hutto Fire Rescue will cover the required costs while the government is operating in absentia.

- G. Exempt paid staff members who remain in the area to work the Disaster Event will be compensated during a disaster declaration as follows:
1. All exempt paid staff members shall be temporarily reclassified as non-exempt full-time paid staff member during the pendency of the disaster.
  2. An exempt full-time paid staff member who is reclassified as a temporary non-exempt full-time paid staff member during a Disaster Event shall be paid at their hourly rate of pay for all hours worked according to the requirements of the FLSA for all hours worked during the disaster.
  3. Due to the Disaster Event lasting an entire 24-hour day, non-exempt full-time paid staff members will be paid for a full 24-hour day.
  4. During a Disaster Event, reclassified exempt full-time paid staff members will be assigned to a shift.
  5. The temporary status as set forth in this paragraph shall begin on the date that an emergency is declared and shall continue during the pendency of the emergency and, further until the end of the emergency as determined and declared by the Fire Chief in the exercise of his/her sole discretion.