



## ADMINISTRATIVE PRACTICES MANUAL

I. **PURPOSE:** The purpose of this policy is to establish guidelines for compensating employees in the event that non-essential County Government operations are suspended.

II. **POLICY:**

**1.) Non-essential employees scheduled to work who are advised not to report or are released from work early due to the closure of county government will receive their normal compensation. For all such employees, time sheets should reflect the time as worked.**

\* Employees who did not report to work will receive their normal compensation for that day. No paid leave time is used, no comp time is earned, and **no premium pay** is paid for the shift time missed due to the closing of government, even if it would have applied had the employee been working (UPAY, bilingual, etc) their normal shift.

\*Any non-essential shifts that started at anytime on the closure date are included in this policy. So, for example, an employee who was scheduled 11:00 p.m. until 7:00 a.m. the next day would be included, and would receive their normal compensation for the shift, *excluding* any premium pay they would have received had the employee been at work.

\* When the closure of county government is not extended into the next day employees are expected to be back at work at the start of their normally scheduled shift that started anytime on that subsequent day. Any time missed from work after the closure date should be accounted for as a normal absence.

**2.) Essential employees who report to work, or remain at work, after the closure of county government will be compensated for the amount of time worked after county government has been closed. Compensatory time will be at straight time unless the employee moves into overtime status, at which time overtime is applied normally.**

\*Employees who were **required** to work their normal shift on the closure date will receive straight time comp time (**CT1**) for the time worked on that day (excluding lunch breaks, or portions of lunch breaks taken), until overtime applies. At that time, they receive normal overtime compensation.

\*The period of time that employees are eligible for **CT1** is from **midnight on the closure date morning through midnight the following morning (the 24 hours of the closure date)**. So, any shift worked that started on the day prior to the closure date and lasted past midnight would get CT1 for the period



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worked after midnight. Similarly, any shift started on the closure date that lasted past midnight would be eligible for CT1 for the hours worked up to midnight.

\*Unrepresented managers (Mgr-Prof) who were required to work on the closure date may account for those hours worked by flexing their schedule. Normal departmental policies, and department head approval, apply to flexing in these circumstances.

**3.) Employees who were not scheduled to work on the day of the governmental closure (would not have worked even if County government had not been closed) do not earn any comp time or other compensation for the day that County government was closed.**

\*Employees who were not scheduled to work on the closure date, or who were on a preapproved sick, vacation or holiday day off, or were on a paid or unpaid leave of absence (FMLA included), do not receive any additional compensation for the day. **Paid leave time is used for the absence as was previously planned**, if applicable.

**4.) Employees required to work double shifts on closure date:**

\*Just clarifying that employees do not get CT1 and overtime for the same hours. If an employee worked a double shift, they would most likely get the CT1 for their first (scheduled) shift, then get overtime for the extra shift worked.

**5.) Part time employees:**

\*Non-essential part time employees who were scheduled to work on the closure date, but did not, will receive their normal compensation for the hours they were actually *scheduled* to work that day (excluding UPAY). The hours are not prorated based on FTE.

Example: 50% employee scheduled to work 8 hours on closure date = 8 hours paid for that day.

\*Essential part time employees who worked on the closure date will receive CT1 for any hours worked from midnight that morning to midnight the following morning.



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**6.) Employees REQUIRED to work (essential positions) and who were scheduled to work but called in and did not report to work (for any reason):**

\*These employees must use accumulated paid leave time to cover their absence for the shift they were scheduled for but did not work.

\* Essential part time employees who did not report to work for their scheduled shift on the closure date must use accumulated paid leave time to cover their absence for the shift they were *scheduled* for but did not work.

**7.) LTE's:**

\*Essential LTE's who worked on the closure date will be paid straight time for the hours worked. Normal overtime guidelines for the pay period apply.

\*Non-essential LTE's - no pay for scheduled shift not worked on the closure date.

**END OF POLICY**