

FREQUENTLY ASKED QUESTIONS ABOUT ESSENTIAL PERSONNEL AND EMERGENCY MANAGEMENT

1. What does it mean to be designated as Essential Personnel at the College?

If your position/function has been designated Essential, this means that, in the event of an institutional emergency, your position has been determined to be critical to the support and recovery of the College. ***If you are directed to report to work just before, during or after a hurricane or any other form of emergency, you are obligated to comply.*** This is a condition of employment.

2. As a full-time employee, if I use public transportation to come to work every day and the Metro rail and buses are not operating, am I expected to report to work if called? Would I have to fill out a leave form?

Yes, Essential Personnel are expected to be present at work. This is a condition of employment and Essential Personnel may only be excused from their work by meeting all of the following conditions:

- (1) Obtaining the permission of their supervisor
- (2) Providing a suitable replacement
- (3) Submitting a Departmental Request and Authorization for Leave of Absence utilizing their own accrued leave

3. When I report to work during an emergency, will I be financially compensated above and beyond what other non-essential personnel receive for reporting to work during an emergency?

Once the College is closed because of a hurricane's imminent arrival, full-time employees are placed on disaster leave. This replaces the normally scheduled hours which count toward an employee's regular workweek of 37.5 hours.

Non-exempt - the first 2.5 hours worked after the normal 37.5 hour work week will be at straight time. After that non-exempt employees working just before, during and after the hurricane would also be paid at 1.5 times the regular rate for any hours in excess of 40 hours in a week.

Exempt employees – PECs and PENCs will be paid as stipulated in the Disaster Pay Leave Procedure.

PEC and PENC employees do not receive additional compensation during an emergency.

4. If I do not report to work when expected, what would be the consequences?

Again, this is very similar to Question 2. Full-Time Essential Personnel are expected to be present at work. This is a condition of employment and Essential Personnel may only be excused from their work by meeting all of the following conditions:

- (1) Obtaining the permission of their supervisor
- (2) Providing a suitable replacement

(3) Submitting a Departmental Request and Authorization for Leave of Absence utilizing their own earned leave

Part-time Essential Personnel, who do not report to work won't receive compensation and the same conditions previously stated above would apply except for item (3).

For both, failure to comply with the College's directives may be regarded as insubordination and may result in the termination of your employment.

5. Will I receive a special MDCard (I.D.) that will designate me as Essential Personnel?

Yes. If you are designated as Essential Personnel and do not have a MDCard showing your designation, please inform your supervisor immediately.

6. Would I be given time to prepare my home and make family arrangements before the hurricane hits South Florida?

Essential Personnel that are involved in hurricane preparation just before and/or staying on campus during will be given **reasonable** time prior to the general employee population to go home and prepare their home and families. As much advance notice as the situation permits will be provided by your supervisory chain.

7. As an Essential Personnel, would I be supplied with water and ice?

Steps are being taken for those essential personnel that are directed to be on campus to help during recovery efforts to be provided with limited amounts of ice and water during and after the completion of their shift. This is dependent on availability, storage and cooling capacity.

8. What is the number to call to be informed about the latest College updates?

Call 305 237- 7505 for current information for employees.

9. Will I be able to come to the campus even if I have not been called in?

Do not come to the campus unless you have been designated essential and are tasked to help in the recovery effort.

10. To whom do I report to after the storm?

To your immediate Supervisor.

11. What if my Supervisor is not in?

To your respective Lead Person.

12. What if no one is available?

Report to the Director, if not available, report to the Campus Dean of Administration.

13. What are the priorities once we come to work?

Priorities are assigned by the on-site supervisor, according to the needs of the Campus. If the Supervisor is not present, the priorities will be:

- 1) Safety issues
- 2) Access to the Campus (roadways, etc.)
- 3) Conduct building inspections to be aware of problem areas
- 4) Secure problem areas to minimize damage to College property
- 5) Clear parking lots, common areas of debris, flooding
- 6) When power is restored, inspect all equipment and start-up equipment

14. Are we expected to work extra hours before, during and/or after the storm?

Yes, if needed. Your supervisory chain will determine the need for extra hours based on the local situation and the determined urgency to be back into full operations.

15. For those employees designated essential, who remain on campus during the storm, what amenities, health and safety measures have been established.

Every campus has designated a building as their command post. These buildings are concrete buildings. They are stocked with back up generator power, communications equipment, cots, blankets, food and water.

16. If I am required to be on the job during the hurricane, can I bring my family?

Unfortunately the answer is no, liability insurance restrictions are very clear that only employees are allowed on campus during any hurricane. If you feel your family is not prepared to ride out the storm at home, we recommend you make other arrangements with family, friends or other agencies such as Red Cross Shelters.

17. Can I at least leave my car in the parking garage?

If you are on campus because you were required to be on campus and designated Essential Personnel, then the answer is yes. If you are not, then again, our liability insurance prohibits us from allowing non-essential vehicles on campus.

18. Where can I find out about hurricane preparation in general to make sure I did everything possible to be prepared?

Go to the Employee Web page and the featured article is all about being prepared including all the local, state and federal agencies that can help.

19. What about non-essential personnel, can you make them come in?

Yes, in the event of a catastrophic event, the College reserves the right to call in anyone of its employees.

20. If I am a part-time employee, am I eligible for disaster leave?

No. Part-time employees receive pay for the first 40 hours worked only at straight time. If they exceed forty hours of straight time in one single week, they will receive overtime at 1.5 their regular rate for all hours in excess of forty.

21. How will the College verify that you reported to your essential duties?

When you report to your supervisor, he/she accounts for your presence.

22. Will an employee be classified as essential as long as he is with the College?

As long as the employee holds a position designated as essential and the position is not changed, then he/she would remain designated as essential. The position is what determines the essential classification.

23. What steps have been taken by Public Safety to be better prepared to take care of their personnel while on duty during hurricane season.

Equipment such as flashlights, batteries, first aid kits and rain gear has been pre-stocked at each campus Public Safety Office.

24. What happens if I am unable to report to work because I am surrounded by water around my house?

Contact your supervisor. You are still required to go through the steps that follow:

- (1) Obtaining the permission of their supervisor
- (2) Providing a suitable replacement
- (3) Submitting a Departmental Request and Authorization for Leave of Absence utilizing their own accrued leave

Your supervisor will take into account issues of mitigation, acts of nature and with appropriate support to substantiate your claims may relieve you of any of the three steps.

If you are a part-time employee, Step three does not apply. By not reporting to work you do not receive any compensation since you are not eligible for disaster leave.

25. What if you have a family and you don't have any body to take care of them. Do you still need to come in to work?

Yes. If you are designated as Essential Personnel, it is a condition of employment. The responsibility to prepare you and your family before the emergency is yours. If you choose not to report to work, you must fulfill all the steps that follow:

- (1) Obtaining the permission of their supervisor
- (2) Providing a suitable replacement
- (3) Submitting a Departmental Request and Authorization for Leave of Absence utilizing their own earned leave

Part-time employees must complete Step 1 and 2. Again, Step 3 does not apply. By not reporting to work you do not receive any compensation since you are not eligible for disaster leave.

For both, failure to comply with the College's directives may be regarded as insubordination and may result in termination of your employment.

26. If an employee gets hurt or harmed during the hurricane relief period on their way to work, who is responsible?

Just as with any other workday, the College is NOT responsible. It is the responsibility of the individual.

27. Are "contracted" Public Safety employees eligible for Disaster Leave Pay?

No. Only full-time MDC employees are eligible. "Contracted" individuals work under the rules their employer establishes, not those of the College.

28. If Miami-Dade County Public Schools and Broward County Public Schools are closed, can we bring our children to work?

Not at this time. The College is working on establishing an emergency child care plan.

29. If other non-essential personnel are asked to come to work, how would Public Safety know and let us come on to the premises?

The Deans of Administration will provide Public Safety team members with lists of all employees allowed on College premises during the recovery effort.

30. If I am on leave during a hurricane and Disaster Leave is given, can I take the Disaster Leave in place of my regular Leave?

No. Once you are on regular leave you may not cancel it to take advantage of Disaster Leave.