

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2520

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PROCEDURE TITLE: Disaster Pay Leave

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: II-2 All Personnel: Personnel Actions and Levels of Appeals

EFFECTIVE DATE: March 8, 2005

LAST REVISION DATE: October 11, 2005

LAST REVIEW DATE: October 11, 2005

PURPOSE

To provide guidelines for the payment of Disaster Leave for full-time and part-time College personnel.

A. ESSENTIAL PERSONNEL

Essential Personnel are designated as those employees of the College in the Public Safety Services, Custodial Services, Information Technology, Business Affairs, District Facilities Management and Plant Maintenance Personnel that are required to remain after the College is closed because of a declared emergency such as hurricane, flooding or fire. Employees in these positions will be advised annually that their positions may be essential in case of a declared emergency. Some may be required to report to work prior to the official declaration that an emergency has ended. The College reserves the right to designate additional positions as essential according to circumstance and the needs of the College.

B. EMPLOYEE PAYROLL DURING DISASTER LEAVE

1. FULL-TIME EMPLOYEES

- a) The electronic roster for full-time employees who report to work on the day of a disaster, a pending disaster or if the College is “Closed” for an emergency should reflect regular hours and **Disaster Leave (DISA)** as appropriate.
- b) Time for individuals who already have approved scheduled leave for the days of the disaster (e.g., vacation, personal, sick, flex, or any leave without pay) should be reported in the leave type for which they were already approved.

- c) Essential personnel who are exempt employees (Professional Exempt Contractual (PEC) [Level 15-17 only], Professional Exempt Non-Contractual (PENC) and Faculty) who were tasked to report for work while the College was officially closed for this emergency will receive additional pay as follows:
- 1) PEC [Level 15-17] and PENC will be paid on a daily rate basis for hours worked up to a maximum of 7.5 hours per day for the period of the disaster.
 - 2) Faculty will be paid on a daily rate basis for hours worked up to a maximum of 7.0 hours for the period of the disaster.
 - 3) Additional work hours, approved by the supervisor, should be reported via Request for Personnel Action (RPA). The following information is essential to expedite the payment process: date of additional non-scheduled work time, indicate portions of the work day on the day of the disaster and following. The RPA will be used to pay additional non-scheduled work time.
- d) Essential Personnel who are non-exempt employees (Support Non-Exempt (SNE)) who were tasked to report for work while the College was officially closed for the emergency will receive additional pay as follows:
- 1) The period during which the College will be closed is considered to be approved leave and will count towards an employee's regular workweek of 37.5 hours.
 - 2) The first 2.5 hours worked after completing the 37.5 hour workweek will be paid via the Odyssey Payroll System at straight time (hours worked x regular hourly rate). Use Time Type: OVEN
 - 3) Hours worked in excess of 40 hours in the workweek will be paid via the Odyssey Payroll System at the overtime rate (hours worked x 1.5 regular hourly rate). Use Time Type: OVER
 - 4) Essential personnel are expected to be present at work and may only be excused from their work assignments 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.
 - 5) These excused essential individuals will be treated in the same manner described in paragraph B.1.b) above and will not receive paid disaster leave.
 - 6) Non-compliance under Policy II – 71, Full-time Staff/Non-contractual Personnel Performance Standards and Grievances, and Procedure 2410,

Performance Standards and Appeal Procedure for all PEC, PENC and SNE **will** result in disciplinary action up to and including termination for employment.

2. PART-TIME EMPLOYEES

- a). PART-TIME CLASSIFIED EMPLOYEES (C1) AND STUDENT ASSISTANTS (N1)
 - 1) Part-time employees (C1) will be paid for actual hours worked, not time scheduled.
 - 2) Part-time employees (C1) tasked to work in excess of 40 hours during the workweek, will be paid for those excess hours worked at the overtime rate (hours worked x 1.5 regular hourly rate).
 - 3) Part-time employees (C1) may make up scheduled hours that were missed as a result of the closing of the College for the emergency, but only with the approval of the department supervisor. Make-up hours must be completed no later than (3 weeks) after the disaster and should be reported in the appropriate reporting period.
 - 4) Student assistants (N1) may make up scheduled hours that were missed as a result of the closing of the College for this emergency, but only with the approval of the department supervisor. Make-up hours must be completed no later than (2 weeks) after the disaster and should be reflected in the appropriate reporting period.


- b). PART-TIME INSTRUCTIONAL AND NON-INSTRUCTIONAL EMPLOYEES (H1, P1 AND L1)
 - 1) Since faculty will be expected to work with their students to make-up instructional hours in a variety of ways, adjunct faculty (P1), as well as Full-time faculty (L1) and administrators teaching overloads (P1) will receive full payment for the time the College will be closed for the emergency for credit classes only.
 - 2) ASTRA Payments: The payment process for part-time instructional (P1) and overload (L1) will be automatically paid through the ASTRA system.
 - 3) Time & Attendance Payments: For employees on the instructional and non-instructional paraprofessional (H1) payroll, departments will need to enter

and authorize the actual work hours for that particular check date by the Time and Attendance deadline.

- 4) Instructional and non-instructional paraprofessional employees (H1) may make up scheduled hours that were missed as a result of the closing of the College for the emergency, but only with the approval of the department supervisor. Make-up hours must be completed no later than (3 weeks) after the disaster and should be reported in the appropriate reporting period

C. CATOSTROPHIC EVENTS

In the event that Miami-Dade County is subjected to a severe natural, man-made or fiscal emergency, the College President may modify these procedures as necessary.

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| | 10/11/05 |
| PRESIDENT | DATE |