

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2520

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PROCEDURE TITLE: Personnel Designation & Disaster Pay Leave

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: II-2 All Personnel: Personnel Actions and Levels of Appeals
I-40 Emergency Response Responsibilities

EFFECTIVE DATE: March 8, 2005

LAST REVISION DATE: June 21, 2018

LAST REVIEW DATE: June 21, 2018

PURPOSE

To provide guidelines for the classification of Miami Dade College (“College”) employees during declared emergencies or disasters; and process of Disaster Leave Pay for full-time and part-time College personnel.

- A.** The College has established the distinct designation of personnel for emergencies. There are 3 categories of employees:

1. CRITICAL PERSONNEL

Those employees considered "critical" have job duties that affect the security, safety or physical operation of the College, and are required to work at the Emergency Operations Center and/or have access to the incident scene once normal campus operations have been suspended.

2. ESSENTIAL PERSONNEL

Those employees who may be required to remain at their work location or report to work in the event of an institutional emergency.

3. CONTINUITY PERSONNEL

All other employees expected to be in contact with the College's emergency notification system (MDCAAlert) employee hotline, the MDC website, social media and other methods of communication and return to work when the College is fully operational.

The College reserves the right to designate additional positions as critical or essential according to extenuating circumstance(s) and the needs of the College as a mission essential function.

B. EMPLOYEE PAYROLL DURING DISASTER PAY LEAVE

1. FULL-TIME EMPLOYEES

- a) The timesheet for full-time employees 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 Pay (DSE or DSP)** as appropriate.
- b) Time for individuals who already have approved scheduled leave for the days of the disaster (e.g., vacation, personal, sick, or any leave without pay) should be reported in the leave type for which they were already approved. However, if the employee is required to return to work during the recovery efforts, he/she may request to cancel the approved leave.
- c) Critical and Essential personnel who are exempt employees (Professional Exempt Contractual (PEC), Professional Exempt Non-Contractual (PENC) and Faculty) who were tasked to remain or report for work while the College was officially closed for this emergency will only receive regular pay classified as disaster pay.
- d) Critical and Essential Personnel who are non-exempt employees (Support Non-Exempt (SNE)) who were tasked to remain or report for work while the College was officially closed for the emergency will be compensated as follows:
 - 1) Full-time employees (C2) 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 times 1.5 regular rate of pay).
 - 2) The first 2.5 hours worked after completing the 37.5 hour workweek will be paid via the MDConnect Payroll System at straight time (hours worked x regular rate of pay). Hours will be classified as: OVEN
 - 3) Hours worked in excess of 40 hours in the workweek will be paid via the MDConnect Payroll System at the overtime rate (hours worked x 1.5 regular rate of pay). Hours will be classified as: OVER
 - 4) Critical and 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 advance permission from their supervisor
 - (2) Providing a suitable/pre-approved replacement
 - (3) Submitting an Absence Request via MDConnect utilizing your own accrued 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 Process for all PEC, PENC and SNE **will** result in disciplinary action up to and including termination of 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) 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.
 - 3) Student assistants (N1) 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 (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) Workload Payments: The payment process for part-time instructional (P1) and overload (L1) will be automatically paid through the Workload system.
 - 3) Time & Labor Payments: For employees on the instructional and non-instructional paraprofessional (H1) payroll, time will need to be entered and approved for the actual work hours for that particular check date by the MDConnect Payroll 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. CATASTROPHIC EVENTS

In the event that the State of Florida, Miami-Dade County, and/or the College has declared a “state of emergency” and is subject to a severe natural, man-made or fiscal emergency, the College President may modify these procedures as necessary.

	
	6/21/2018
PRESIDENT	DATE