



Lumpkin County, Georgia

Date: April 2, 2015

Agenda Item: Critical Incident Pay

Item Description: Review of issue and recommended policy regarding pay during Critical Incidents.

Facts & Historical Information:

Until February, 2015, the County's policy on closing of county facilities in the event of emergencies specifically stated that "if the decision is made to close County offices due to inclement weather or other disaster situation, non-essential personnel may either use accrued vacation time or take the time as unpaid." (Lumpkin County Employee Handbook, Policy 12, Section 5). A few exceptions have been made in the past; however, in other instances, employees were required to take the time either as unpaid, use accrued Annual Leave, or accrued Comp Time. In February, 2015, the BOC voted to supply 32 hours of Administrative Leave time for non-essential personnel when County offices were closed and non-essential personnel are, in essence, directed not to report to work.

This directive resulted in the Lumpkin County Sheriff's Office contending that their essential personnel who worked during the time offices were closed should be paid both for the time they worked *and* Administrative Leave Time. The proposed policy is the result of much discussion and meetings including a meeting between BOC Chairman Dockery, Commissioner Sherrill, Sheriff Jarrard and SO Major Ramsey.

It should be noted that the Board indicated a wish to review the cost for different numbers of hours of Critical Incident Pay and if the BOC chooses to implement the proposed policy, a set number of hours will need to be determined for inclusion in the proposed policy. Additionally, choosing to implement the proposed policy will necessitate a change to some of the language in another policy in the Lumpkin County Employee Handbook.

Potential Courses of Action:

- A. Adopt the suggested policy eight (8) hours pay set aside for each year; this course of action will also require an adjustment to Lumpkin County's Employee Handbook Policy 12 – Employee Procedures, Section 5, Closing of County Facilities in the Event of Emergencies. That proposed change is also attached.

- B. Adopt the suggested policy sixteen (16) hours pay set aside for each year; this course of action will also require an adjustment to Lumpkin County's Employee Handbook Policy 12 – Employee Procedures, Section 5, Closing of County Facilities in the Event of Emergencies. That proposed change is also attached.
- C. Adopt the suggested policy twenty-four (24) hours pay set aside for each year; this course of action will also require an adjustment to Lumpkin County's Employee Handbook Policy 12 – Employee Procedures, Section 5, Closing of County Facilities in the Event of Emergencies. That proposed change is also attached.
- D. Adopt the suggested policy thirty-two (32) hours pay set aside for each year; this course of action will also require an adjustment to Lumpkin County's Employee Handbook Policy 12 – Employee Procedures, Section 5, Closing of County Facilities in the Event of Emergencies. That proposed change is also attached.
- E. Leave the policy as is, allowing for no Critical Incident Pay for either essential or non-essential personnel.

Budget Impact:

- A. Implementing the proposed policy with eight (8) hours of pay could result in an additional budget cost of \$18,659.71.
- B. Implementing the proposed policy with sixteen (16) hours of pay could result in an additional budget cost of \$37,319.43.
- C. Implementing the proposed policy with twenty-four (24) hours of pay could result in an additional budget cost of \$55,979.14.
- D. Implementing the proposed policy with thirty-two (32) hours of pay could result in an additional budget cost of \$74,638.85.
- E. Leaving the policy as is with no Critical Incident Pay will be budget neutral.

Staff Recommendation:

Staff recommends that the proposed policy be accepted with the understanding that during the annual budgeting process the number of Critical Incident Pay hours will be evaluated against other budget needs and the Board will determine an appropriate number of hours at that time.

LUMPKIN COUNTY RESOLUTION NO. 2015 – 04

A RESOLUTION TO AMEND THE GUIDELINES FOR EMPLOYEE PAY DURING INCLEMENT WEATHER, EMERGENCY MITIGATION AND RECOVERY AND CRITICAL INCIDENT REACTION

Whereas, the Board of Commissioners has determined that guidelines for increased compensation are needed during mitigation and recovery actions required by inclement weather and during reaction to critical incidents; and

Whereas, the existing Civil Service Plan does not provide such guidance.

Now, therefore, be it resolved that the County Manager and the Director of Community and Employee Services shall amend the Civil Service Plan and such other County guidelines as may be required to amend standards and procedures to resolve the above set out requirements.

Resolved, adopted and effective this 21st day of April, 2015.

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Kathleen C. Walker
Clerk, Lumpkin County

POLICY 5 – PAYROLL AND SALARIES

Section 7

Critical Incident Pay

Should the decision be made to close County offices due to inclement weather, a critical incident, or other disaster situation, the Board of Commissioners has established that up to ____ hours of paid Critical Incident Pay, on a calendar year basis, will be available to all full time, regularly scheduled personnel.

The County Manager will, after coordination with the Board of Commissioners, make a decision regarding closure of county offices (to include partial days such as delayed openings or early closings) and non-essential personnel will be instructed not to report to work. Critical Incident Pay will only be available when county offices are closed during normal business hours. No Critical Incident Pay will be available for situations that begin and/or end outside of normal, weekday business hours (e.g., an event that begins at 2a.m. on a Saturday and ends 42 hours later at 8p.m. on Sunday would not require the closure of county offices during normal weekday business hours and would not qualify for Critical Incident Pay.)

Non-essential personnel will receive an equal number of hours pay to correspond with the office closure (e.g., a full day's closure = 8 hours pay, closing at 1p.m. = 4 hours pay, etc.) Employees who voluntarily choose to report to work or stay at work during this time will be paid for time worked and may have Critical Incident Pay applied to make their pay whole for the work day, but will not be paid as an essential employee.

Departments with essential personnel (any personnel deemed by the County Manager as necessary to sustain and conduct emergency operations) will be expected to schedule and staff employees as needed. Employees of those departments must check with their supervisor for such purposes. When Critical Incident Pay is invoked, essential personnel will be paid for all time worked and will additionally be paid hour-for-hour for a maximum of eight hours within a 24 hour operation cycle. Any night shift or swing shift personnel would be entitled to Critical Incident/Emergency Event pay if the majority of their shift falls within the 24 hour operational cycle. Shifts that begin within two hours or less of the time county offices reopen, or when county offices would not normally be open (i.e. weekends and holidays), will not qualify for Critical Incident Pay.

For both essential and non-essential employees, Critical Incident Pay will not count towards overtime. Additionally, Critical Incident Pay will not be applied during scheduled holidays since employees will be compensated according to the Holiday Pay Policy.

Should all hours set aside by the Board of Commissioners for Critical Incident Pay be exhausted and county offices be closed, non-essential employees will be allowed to use either Comp Time or Annual Leave to make a shift or shifts whole, or employees may take the time as unpaid.

POLICY 12 – EMPLOYEE PROCEDURES

Section 5: Closing of County Facilities in the Event of Emergencies

The closing of County facilities during inclement weather or other types of emergency situations will only occur when directed by the County Manager after consultation with the Board of Commissioners. It is understood that certain events sponsored by the County may be cancelled due to poor weather conditions, such as Park and Recreation activities and Senior Center activities, while the facility itself remains open and staffed by those who can travel to work. It will be the responsibility of the EMA Director to communicate County facility closings to the media and to place such notice on the County web site and the County's employee notification line (706-482-2403) when directed by the County Manager.

DRAFT

Weather Pay Calculations

Department	Department Name	Basis 4 Day Payroll Period	Cost One Day	Fringe 4 Day	Cost One Day Fringe	Total Daily Cost	Total Hourly Cost	8 Hours	16 Hours	24 Hours	32 Hours
33000	Sheriff	\$ 103,410.05	\$ 25,852.51	\$ 9,074.62	\$ 2,268.66	\$ 28,121.17	\$ 1,171.72	\$ 9,373.72	\$ 18,747.45	\$ 28,121.17	\$ 37,494.89
35000	Emergency Services	\$ 64,520.12	\$ 16,130.03	\$ 5,777.54	\$ 1,444.39	\$ 17,574.42	\$ 732.27	\$ 5,858.14	\$ 11,716.28	\$ 17,574.42	\$ 23,432.55
38000	E911	\$ 14,363.81	\$ 3,590.95	\$ 1,355.27	\$ 338.82	\$ 3,929.77	\$ 163.74	\$ 1,309.92	\$ 2,619.85	\$ 3,929.77	\$ 5,239.69
39150	Animal Shelter	\$ 4,015.59	\$ 1,003.90	\$ 283.30	\$ 70.83	\$ 1,074.72	\$ 44.78	\$ 358.24	\$ 716.48	\$ 1,074.72	\$ 1,432.96
42000	Roads	\$ 16,684.50	\$ 4,171.13	\$ 1,578.80	\$ 394.70	\$ 4,565.83	\$ 190.24	\$ 1,521.94	\$ 3,043.88	\$ 4,565.83	\$ 6,087.77
43000	Fleet	\$ 2,561.23	\$ 640.31	\$ 291.73	\$ 72.93	\$ 713.24	\$ 29.72	\$ 237.75	\$ 475.49	\$ 713.24	\$ 950.99
Essential Department Costs for		\$ 205,555.30	\$ 51,388.83	\$ 18,361.26	\$ 4,590.32	\$ 55,979.14	\$ 2,332.46	\$ 18,659.71	\$ 37,319.43	\$ 55,979.14	\$ 74,638.85