



# Lumpkin County, Georgia

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**Date:** Jan. 27, 2015

**Agenda Item:** Critical Incident Pay

**Item Description:** Request for BOC direction and intent regarding Critical Incident Pay Policy.

**Facts & Historical Information:**

In February, 2015, the BOC voted to supply 32 hours of Administrative Leave time per year for non-essential personnel when County offices are closed and non-essential personnel are, in essence, directed not to report to work. A few months later, the Board agreed that employees deemed to be essential personnel who are required to work during the time offices are closed should be paid both for the time they worked *and* Administrative Leave Time so a new Critical Incident Pay policy was created.

Since the inception of this policy, it has become clear that there are multiple interpretations of how individuals want the policy to be applied. The policy is attached.

It would seem that the policy has two purposes

- 1) To make non-essential personnel who are told to stay home when offices are closed “whole” so that their pay is not reduced by situations out of their control.
- 2) To “double-pay” essential personnel who work when county offices are closed for reasons relating to weather or some type of disaster.

The policy specifically states that “. . . essential personnel will be paid. . . hour-for-hour for a maximum of eight hours. . . .” However, as mentioned above, interpretation issues have arisen, some examples follow:

- Some managers wanted their employees to be paid for time worked as well as for the maximum number of CIPay hours available in a day. This means that the non-essential employee would receive more than 40 hours in a week.
- Some managers have requested that their employees be considered as both essential and non-essential, meaning that if the employee came in and worked three hours out of an eight hour day when offices were closed, the manager wants the employee to receive CIPay hours to make the employee whole for the rest of the day, plus wants the employee to be double-paid for the hours the employee worked on that day.
- Some managers do not agree with the hour-for-hour section of the policy and feel that any essential employee who worked on a day when county offices were closed should receive the full eight hours of pay even if the employee worked less than eight hours.

Staff requests that the Board of Commissioners give guidance regarding the Board's intent for this policy. Specifically, staff's interpretation of this policy is:

- 1) Non-essential personnel may receive CIPay, up to eight hours, to make them whole. Non-essential personnel may not receive CIPay in excess of hours required to make them whole.
- 2) Essential personnel get paid CIPay *only* for the hours actually worked on an hour-for-hour basis.
- 3) Employees not scheduled to work during Critical Incident times and who are not called upon to work, do not receive CIPay.

The above has been staff's interpretation, does the Board concur?