

**RESOLUTION NO. 22-23**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,  
FLORIDA, APPROVING AN AMENDMENT TO THE CITY'S  
PERSONNEL POLICIES AUTHORIZING OUTSIDE  
EMERGENCY PAY.**

**BE IT RESOLVED** by the City Council of the City of Panama City Beach that:

1. The Emergency Pay Policy **attached** hereto and incorporated herein as Exhibit A is hereby approved.
2. All policies or resolutions or parts of policies or resolutions in conflict herewith are repealed to the extent of such conflict.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this 27<sup>th</sup> day of October, 2022.

**CITY OF PANAMA CITY BEACH**

By: \_\_\_\_\_

  
Mark Sheldon, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Lynn Fasone, City Clerk

### **9.13 AUTHORIZED EMERGENCY PAY**

All City employees are essential to the organization and are the most important part of the City's service delivery system. During times of emergency, critical services provided by the City must continue to be provided during emergencies to ensure to the best of our ability that the public is protected. City employees who are designated by their respective department heads to perform their assigned duties to ensure that critical services are continuously offered during and immediately after disasters are issued a city employee identification card with an essential worker designation printed on the back side. During a Declared Local State of Emergency, the City Manager shall have the authority to excuse certain personnel from responding to work and shall have the authority to authorize non-exempt personnel to work their regularly scheduled work hours and in excess of their regularly scheduled work hours.

Declared Local State of Emergency means any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property existing within the City, which has been declared by executive order of the Mayor.

#### **State of Emergency Compensation**

During a Declared Local State of Emergency, the City Manager shall designate which departments and employees are tasked with performance of emergency-related work eligible for compensation under this section.

#### **For Declared Local State of Emergencies:**

**-Exempt Employee Emergency Pay:** Exempt employees that are required to perform emergency-related work will receive compensation at a rate of time and one-half the employee's rate of pay for actual hours worked during the Declared Local State of Emergency at such time as the exempt employee has logged 40 hours of actual work related to the event. To be eligible, exempt employees must utilize a timecard/time clock during a Declared Local State of Emergency.

**-Non-Exempt Emergency Pay:** Non-exempt employees who are eligible for overtime and are required to perform emergency-related work will receive time and one-half for actual hours worked during the Declared Local State of Emergency irrespective of whether or not the employee's overtime threshold has been met.

-Exempt or non-exempt employees excused by the City Manager from responding to work will receive their normal pay.

-Employees on leave will remain on leave until their return and they will be charged leave time accordingly.

During a Declared Local State of Emergency, overtime reports must state how many overtime hours are associated with the declared emergency. Additionally, information should be included in the overtime reports that identify whether it was pre-emergency or post-emergency work. You may have additional hours that will be reported that are not associated with the Declared Local State of Emergency. Each department should retain copies of payroll records and overtime reports generated during a declared emergency until such time as you will be requested to provide these records to the appropriate office.

#### **Outside Emergency Work and Pay**

**During local, state, or federally declared emergencies, the City Manager may authorize City employees to perform emergency related work in areas outside the City limits ("Outside Emergency Work").**

**Outside Emergency Work shall be categorized as either portal-to-portal or shift assignments. Outside Emergency Work performed within a 50-mile radius of City Hall will be compensated based on the**

**City's existing pay policies. Outside Emergency Work assignments outside a 50-mile radius of City Hall will be compensated as follows:**

- A. Portal-To-Portal Assignments: Employees will receive Exempt or Non-Exempt Emergency Pay based upon each employee's overtime classification from the start of the mission until the completion of the mission.**
- B. Shift-Based Assignments:**
  - i. Employees will receive Exempt or Non-Exempt Emergency Pay based upon each employee's overtime classification for actual hours worked.**
  - ii. Employees placed on-call by the authority in command of the Outside Emergency Work shall receive their normal pay for all time spent on-call.**
  - iii. Employees shall not receive compensation for off-duty time during an Outside Emergency Work assignment.**
  - iv. Employees will be compensated at their normal rate of pay for time spent traveling between their lodging and the operations site if the distance is greater than fifteen (15) miles as-the-crow-flies.**
- C. Rest and Recuperation Period:**
  - i. All Employees who are assigned Outside Emergency Work longer than seven (7) days will be assigned a mandatory "Rest and Recuperation Period." of twenty-hour (24) hours from the time the employee returns to home from the assignment. Assignments longer than ten (10) days shall be provided a forty-eight (48) hour Rest and Recuperation Period.**
  - ii. Employees shall be compensated for equivalent of one non-emergency shift's pay for each 24-hour Rest and Recuperation Period.**
- D. Travel Costs:**
  - i. Travel and meal costs shall be compensated under the City's existing policies.**