


**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject:		File Under Section:	
DISASTER RESPONSE		PERSONNEL	
Effective Date:	Number:	Page:	
September 23, 2002 Res. No. 1117, 8/22/2002	2-17	1 of 3	
Supersedes:		Approved By:	
Res. No. 379, 2/28/1991 Prior Personnel Manual		Anthony J. Mortillaro Town Manager 	
		Date: <u>9/26/02</u> -JS	

1.0 POLICY

- 1.1 In the event of a disaster during normal working hours, all Town employees shall remain at work to make themselves available for disaster relief.

2.0 PURPOSE

- 2.1 Whenever a disaster occurs, the citizens of Prescott Valley will inevitably look to Town government for leadership and assistance in mitigating its effects, and it is vital that all Town employees be available to assist in responding, regardless of whether they work in public safety positions.

3.0 APPLICABILITY

- 3.1 All Town of Prescott Valley employees.

4.0 REFERENCE

- 4.1 Disaster Guides and Plans

5.0 PROCEDURES

- 5.1 It shall be the responsibility of each department head to determine, before or during each disaster occurrence or other emergency situation what positions are to be considered as essential or non-essential under the circumstances.

5.2 Employee responsibility.

- 5.2.1 The Town's Disaster Guides and Plans provides that the Town Manager may require emergency service of any Town officer or employee, and may requisition necessary personnel or materials of any Town department or agency.
- 5.2.2 In any emergency, Town employees may be assigned, regardless of their personnel classification, any duties that they are capable of performing safely.
 - 5.2.2.1 A non-exempt employee required to work will qualify for time-and-one-half his/her straight time rate for the actual hours worked regardless of the total hours worked in that work week. All other provisions of the Overtime Policy will apply for determining compensatory time or additional paid overtime.
 - 5.2.2.2 FLSA exempt employees are exempt from the overtime provision according to the Overtime Policy.
- 5.2.3 Whenever a disaster occurs outside normal working hours, all employees shall respond according to established emergency response procedures for their particular department. In general, all employees will be expected to report to work as normal unless they are informed that the Town Manager or the Town's Executive Group has directed that non-essential employees do not report to work through the employee information line (xxx-xxxx, Ext. xxxx).

5.3 Release of Employees:

- 5.3.1 No supervisor is authorized to release any employee from work in the event of a disaster, without the approval of his/her department head or designee. Employees who leave without such authorization may be subject to discipline.
- 5.3.2 Only the Town Manager has the authority to order a general release from duty of Town employees in the event of any disaster. However, the Town Manager may authorize department heads to exercise judgment in releasing individual employees or work units to return home. This decision will consider the total scope of the emergency at hand, including, but not limited to, the following factors:
 - 5.3.2.1 The condition of local transportation routes; employees will not be permitted to leave work if their attempts to return home would otherwise exacerbate existing transportation problems;
 - 5.3.2.2 The availability of safe work sites and, in the event of an extended stay, the availability of food and other support services and facilities;

- 5.3.2.3 The need for Town personnel;
 - 5.3.2.4 The scope of the disaster and the resources needed to respond;
and
 - 5.3.2.5 Whether the need to provide support services for Town employees would otherwise interfere with or detract from the efforts to respond to the disaster.
- 5.3.3 Notwithstanding the release authority of the Town Manager, department heads may otherwise release employees by authorizing emergency personal leave in the following cases:
- 5.3.3.1 When an employee is psychologically or physically incapacitated to the degree that he/she is unable to function effectively, provided that no employee will be released unless they are able to care for and transport themselves.
 - 5.3.3.2 When the Town is unable to provide shelter or services to support the continued presence of the employee(s) at work.
 - 5.3.3.3 When the Town Manager has called for a general release of employees in non-disaster positions and the department head is aware that the employee will not be needed for disaster relief.
 - 5.3.3.4 When the continued presence of the person at the work site would present a direct hazard to them or to others.
- 5.3.4 In the event a decision is made that all non-essential employees will be released from work, all non-essential employees shall enter the number of hours for their normal shift for this day, which were not worked, in the "other" box of the timesheet with a leave slip attached explaining the circumstances. Human resources will then make note of these "other" hours on the timesheet and an accrual of general leave will be granted to offset these hours.