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|  | <b>POLICY AND/OR PROCEDURE</b>                     | <b>NUMBER</b> HR 05-04   |
|   | <b>SUBJECT</b>                                     | <b>EFFECTIVE</b>   |
|   | <b>DISASTER PAY PRACTICES FOR EXEMPT EMPLOYEES</b> | AUGUST 11, 2005  |
|   |  | <b>CANCELS</b><br>N/A  |
|   |  | <b>DISTRIBUTION</b><br>ALL DEPARTMENT HEADS AND OTHER EXEMPT EMPLOYEES |
| <b>APPROVED</b><br><i>Ortha Perry</i>   | <b>APPROVED</b><br><i>William E. Wilkins</i>       |  |
| DIRECTOR OF HUMAN RESOURCES   | CITY MANAGER                                       | PAGE 1 of 2  |

I) **POLICY:**

This policy defines how the City of Riviera Beach shall implement the method of compensation for exempt employees who work extra hours as a result of a disaster.

II) **PURPOSE:**

The purpose of this policy is to establish a pay practice policy to compensate exempt employees who work beyond their normal scheduled work hours.


III) **PROCEDURE:**

A. **DISASTER DECLARATION**

The Mayor, with the consent of the City Council, establishes the actual time periods of the declared disaster. Specifying actual dates and times that each phase of the disaster pay policy will be implemented, if any. Department Heads are not permitted to authorize any of these policy provisions without the City Manager's approval.

B. **EXEMPT PERSONNEL**

1. Exempt personnel, by virtue of their position are required to report to work for the full duration of the declared disaster as directed by the City Manager. All approved vacations, good cause day or any other leaves are cancelled during the disaster and the personnel already on vacation should make every reasonable effort to report to work or contact the City Manager concerning availability.

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2. During a declared state of disaster, the City Manager shall have the authority to authorize additional compensation for exempt employees who work in excess of their regularly scheduled workweek. The rate of pay for such additional hours worked shall be equivalent to one and one-half (1½) the exempt employee's hourly rate of pay computed as if the employee was not paid on a salary basis. This additional compensation shall be in addition to the employee's regular salary. The City Manager will identify the beginning and ending dates and times in which additional compensation will be paid to exempt employees who are eligible for additional compensation, and will provide the appropriate forms for exempt employees to document their hours worked. Nothing herein shall be construed to affect the exempt status of such employees. No compensatory time shall accrue during declared state of disaster.