



EMERGENCY RESPONSE HOURLY PAY POLICY FOR EXEMPT EAGLE COUNTY EMPLOYEES

EFFECTIVE DATE: 1/1/2023

POLICY STATEMENT: Eagle County's Emergency Response Hourly Pay Policy For Exempt Eagle County Employees establishes standards for when and how additional hourly pay may be approved for exempt employees as compensation for emergency response and recovery activities.

Context

During emergencies, Eagle County employees may be required to work long hours for extended periods of time to support, coordinate, manage, or supervise response and recovery activities that go far beyond their normal day-to-day job duties.

Authorization

On a case-by-case basis, the County Manager or designee may authorize emergency response hourly pay to compensate exempt employees whose work exceeds 40 hours per week. Factors for consideration in the County Manager's decision to authorize emergency response hourly pay includes, but is not limited to, situations where employees are working for greater than 50 hours per week as part of the emergency response, if response and recovery efforts extend beyond 14 days, and/or a local Disaster Emergency Declaration is in place in Eagle County.

Eligibility Criteria

For exempt employees to receive emergency response hourly pay, the below criteria must be met:

- Department Heads and Emergency Management must notify the County Manager's Office and Human Resources of any employees that are working an emergency who may qualify for emergency response hourly pay.
- The County Manager or designee must authorize emergency response hourly pay in writing and communicate approval to Human Resources, Emergency Management, and the employee's Department Head. Approval should include:
 - The name of the employee(s) authorized to receive emergency response hourly pay.
 - The date emergency response hourly pay goes into effect as well as the end date (if known). At the discretion of the County Manager or designee, emergency response hourly pay may be approved retroactively back to the date emergency response activities began.
- The work performed by the exempt employee must be primarily, but not exclusively, related to emergency response and recovery efforts to qualify for this provision.
- Exempt employees shall only be paid emergency response hourly pay for those hours actually worked in excess of 40 hours during their normal work week.
- Emergency response pay for hours worked in excess of 40 hours per week may be paid at 1.5 times the exempt employee's standard hourly rate when this policy has been activated.

- Exempt employees must document their hours and emergency-related job duties with Eagle County Finance, Human Resources, and Emergency Management.
- If an exempt employee is deployed outside of Eagle County to assist in an emergency or disaster, the exempt employee may be eligible for compensation for hours exceeding 40 hours per week for the duration of the deployment. As with other emergency response hourly pay, hours worked in excess of 40 hours per week may be paid at 1.5 times the exempt employee's standard hourly rate.
- All Eagle County departments and offices are covered under this policy.
- Approval for emergency response hourly pay can be withdrawn at any time by the County Manager or designee.

Executed this 10th day of January, 2023

Jeff Shroll

County Manager
Eagle County, Colorado