

**BRAZORIA COUNTY POLICY
NON-CLOSURE EMERGENCY OPERATIONS**

PURPOSE

1. The purpose of this policy is to outline pay procedures to be followed in the event of an emergency that may or may not result in a declaration of disaster. This policy applies to all employees, including both exempt and non-exempt personnel who work disaster related activities at times when there is no emergency closure of Brazoria County offices.
2. The local County authority shall be the County Judge, or in the County Judge's absence, the senior available County Commissioner or other County Commissioner if necessary.

PROVISIONS

3. When there is a short-term emergency event that affects Brazoria County, employees of the County may be required to work extended hours outside their normal scheduled workdays due to the emergency event. Because Brazoria County depends on employees who perform essential services, the ability of employees to report to and/or remain at work during these times is considered a job requirement. Short-term emergency events will be assessed on a case-by-case basis for the earning of overtime wages. The local County authority will determine whether the Non-closure Emergency policy will be applied to the earning of overtime wages or if the standard Brazoria County policy will apply. If the emergency only lasts a few hours, the standard Brazoria County policy subject to the Fair Labor Standards Act (FLSA) for overtime/ comp time earnings will apply.
4. If the local County authority decides that overtime pay is applicable for the emergency event, employees will not receive overtime wages until they have physically worked 40 hours in a workweek for a 40-hour FLSA schedule. For an 84-hour FLSA schedule, overtime wages will not be paid until the employee has worked 86 hours. Any leave taken during the pay week does not count for hours worked for the purpose of earning overtime wages. Any leave taken during the pay cycle will be reduced if the hours are not needed to make the employee whole. Brazoria County's pay week begins each Saturday for a 7-day FLSA pay group and begins each Saturday of the two-week pay period for a 14-day FLSA pay group. Following are examples:
 - a. Nonexempt - 7-day FLSA – A Service Center equipment operator who is working a non-closure emergency event will receive regular hours for the first 40 hours worked during the pay week beginning on Saturday and ending on Friday. Any physically worked hours over 40 will be paid at one-and-one half (1-1/2) times their hourly FLSA rate of pay for all hours worked associated with the emergency event.
 - b. Nonexempt – 14-day FLSA – A Sheriff's Deputy who is working a non-closure emergency event will receive regular hours for the first 86 hours worked during the two-week pay cycle beginning on Saturday and ending on the 2nd Friday of the two-

week period. Any physically worked hours over 86 hours will be paid at one-and-one half (1-1/2) time their hourly FLSA rate of pay for all hours worked associated with the emergency event.

- c. Exempt – Exempt employees working during a short-term emergency event shall record those hours as regular hours and count any hours more than 40 as comparable time (hour for hour) to take later. Comparable time is not paid at time of separation from employment; it is void if unused.
5. **Time Reporting** - Employees are responsible for accurately recording their time actually worked and/or required during the emergency event. Employees must ensure correct project/job tasks are being used for their assignments on their timesheets. After the workweek is complete, employees are responsible for turning in a true and correct signed timesheet, which they have signed as accurate, to their supervisor for approval.
6. Below are the Time Reporting Codes to be used for employees working disaster-related duties:
- a. DDR – Disaster Regular – working on disaster related duties (non-exempt and hourly personnel)
 - b. DRE – Disaster Regular – working on disaster related duties (exempt personnel)
 - c. DDO – Disaster Overtime – any disaster related duties over 40 hours (BIW) or 86 hours (BSO)
 - d. REG – Regular duties, non-disaster related