



Resolution for Compensation of Polk County Personnel During (specified) Disaster Periods;

WHEREAS, County Judge Sydney Murphy issued a Declaration of Disaster for Polk County, Texas on August 25, 2017 in anticipation of Hurricane Harvey and the Commissioners Court of Polk County met on August 31, 2017 and extended the Disaster Declaration for 30 days; and

WHEREAS, with no loss of power or flooding of County facilities, there was no official closure of County offices & operations. However, some Elected Officials determined that an administrative closure of their individual office/s was necessary in the interest of their particular operational and staffing concerns. Additionally, the state of emergency in Polk County resulting from Hurricane Harvey's local impact beginning August 26, 2017 required that certain "essential" and "non-essential" Employees (including Employees within the FLSA Exempt status) and other agents of Polk County Officials such as Reserve Deputies of the Sheriff's and Constables Offices perform disaster response and recovery duties; and

WHEREAS, by the authority of the Commissioners Court of Polk County, Texas and in compliance with Department of Labor Fair Labor Standards and the adopted Personnel Policies of Polk County, and in an effort to equitably compensate Polk County Employees for the periods specified herein, the Commissioners Court hereby determines and authorizes the following terms of compensation;

PAYROLL ISSUED ON SEPTEMBER 8, 2017 (for the period of 8/21 – 9/3/17)

For the week of 8/21/- 8/27/17: Normal time recording and compensation procedures for hours worked, time accrued and leave taken will apply;

For the week of 8/28 – 9/04/17:

- Employees not regularly scheduled to work during this period, including Employees on scheduled, pre-authorized leave and not reporting for duty, will be paid in accordance with their available leave taken.
- Employees regularly scheduled and available to work during the period will receive regular pay for the period, including those Employees that were not able to report to work due to an Administrative Closure enacted by the Elected Official of their Department or due to storm related issues for which their Department Head / Official authorized the Employee's leave. Any accrued leave used by such Employee to document the payroll record for this period will be reinstated. In the rare instance that

an Employee subject to this section received a reduced payroll issued on 9/8/17 for this period, such reduction of pay will be reimbursed.

- Employees that reported to work and have documented “actual hours worked” in their regular job duties up to 40 hours during this period will receive regular pay for the period AND will receive equivalent time added to their leave balance in an amount equal to the hours worked up to 40 hrs during the period. Any overtime hours recorded by an Employee for work relating to regular job duties will be recorded to the Employees FLSA leave balance.
- Employees assigned by their Department Head/Official or by the Emergency Operation Center to work an “Emergency/Disaster Event” (either wholly or in combination with regular job duties) and have provided the required record for “Emergency/Disaster Event Time” will receive regular pay for the period AND will receive equivalent time added to their leave balance in an amount equal to the hours worked up to 40 hrs during the period AND will receive a separate “disaster event” payment at a rate of 1½ times their hourly rate for any hours actually worked in excess of 40 hours during this period in “Emergency/Disaster Event” duties and such overtime shall not accrue to the Employees FLSA leave balance.

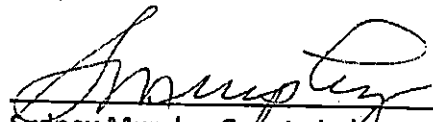
PAYROLL TO BE ISSUED ON SEPTEMBER 22, 2017 (for the period of 9/04 – 9/17/17)

For the week of 9/4 – 9/10/17: Normal time recording and compensation procedures for hours worked, compensatory time accrued and leave taken (including the Labor Day Holiday on 9/4/17) will apply –EXCEPT that;

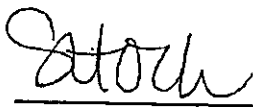
- Employees assigned by their Department Head/Official or by the Emergency Operation Center to work an “Emergency/Disaster Event” (either wholly or in combination with regular job duties) and have provided the required record for “Emergency/Disaster Event Time” will receive regular pay for the period AND will receive a separate “disaster event” payment at a rate of 1½ times their hourly rate for any hours actually worked in excess of 40 hours during this period in “Emergency/Disaster Event” duties and such overtime shall not accrue to the Employees FLSA leave balance.
- Employees normally scheduled to work four-ten hour days (40 hrs) during the workweek (ex. Road & Bridge) and would revise to four- eight hour days (32 hrs) in a week in which a County Holiday falls – but due to the disaster actually worked four-ten hour days (40hrs), will receive payment for the additional 8 (Holiday) hours falling within this workweek (equaling 48 hrs at the Employee’s regular rate of pay) in lieu of earning equivalent compensatory time.

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For the week beginning Monday September 11, 2017 and thereafter: Normal time recording and compensation procedures for hours worked, time accrued and leave taken will apply.

This Resolution is hereby approved and Adopted by the Polk County Commissioners Court this 12th day of September, 2017.


Sydney Murphy, County Judge
Polk County, Texas

ATTEST:


Schelana Hock, County Clerk

