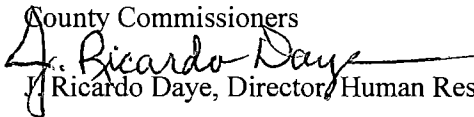




## Memorandum

DATE: February 19, 2021

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

FROM:  J. Ricardo Daye, Director, Human Resources Division

SUBJECT: **Consent Agenda – March 9, 2021**  
Revisions to the Orange County Policy Manual

CONTACTS: Reginald Davis, Human Resources Division 407-836-5479  
Suzette Shields, Human Resources Division 407-836-5820

The Human Resources Division continually reviews the Orange County Policy Manual to ensure regulations are kept up to date and consistent with current practices. The most recent review has resulted in proposed changes to Policy 203, Disaster/Emergency Work Assignment and Compensation.

Currently, Policy 203 establishes a plan which outlines how and when essential employees are assigned and compensated for work in emergency functions outside their normal roles and responsibilities. The plan prescribes how employees are to respond in order to maintain essential services, and protect the life, health and safety of our community. It generally addresses the transition from normal operations to an emergency response, and then back to normal operations once the event is over. Hurricane readiness and response is a typical application of the current policy. The policy works well for hurricanes or other weather-related emergencies that tend to have a set duration. However, the COVID-19 pandemic revealed some unforeseen gaps in policy as it did not envision such an unprecedented event, which so far, has resulted in the County being in a “State of Emergency” for the past 344 days.

The proposed revisions address the need to amend current policies as they relate to the assignment and compensation of employees who perform sustained work responsibilities in support of an extended emergency activation such as the COVID-19 pandemic. The revisions specifically establish a process for the County Administrator to review and determine the duration of work assignments and pay beyond 14 days of an authorized activation. Extensions of employee emergency assignments and the respective pay would be determined and granted, if appropriate, in up to 30-day increments.

### **ACTION REQUESTED:**

**Approval of revisions to Orange County Policy 203 Disaster/Emergency Work Assignment and Compensation with an effective date of March 9, 2021.**

cc: Byron W. Brooks, AICP, County Administrator  
Darren Gray, Deputy County Administrator

## **203 Disaster/Emergency Work Assignment and Compensation**

### ***POLICY:***

This policy establishes the framework under which employees may be assigned and may be compensated for a period not to exceed fourteen (14) calendar days per activation for work in preparation for, response to, and/or recovery from, the impacts of a wide variety of disasters or emergency situations that could adversely affect the health, safety and/or general welfare of the community. Compensation beyond fourteen (14) calendar days may be authorized in accordance with Operational Regulation 203 for sustained activities.

This policy becomes effective in whole, or in part, as determined by the Orange County Mayor (or designee) when any natural, technological, or other emergency or disaster requires employees to be assigned duties, either for direct support to Orange County, or to provide resources to support other jurisdictions under mutual aid agreements, unless otherwise stated in this policy. The County Mayor (or designee) may call Emergency Essential Employees or Certified Emergency Response Employees to report to duty prior to the actual emergency declaration.

Emergency Essential Employees and Certified Emergency Response Employees who fail to report to their work assignment may be subject to disciplinary action up to and including termination.

Upon determination that there no longer exists a threat to the health, safety, or general welfare of the community, or there is no longer a need to provide resources to support other jurisdictions under mutual aid agreements, the Orange County Mayor (or designee) may deactivate this policy in whole or part. Upon deactivation of this policy in whole or in part, employees affected by the deactivation ~~will~~ may be released ~~required~~ to return to their normal duties and responsibilities, ~~and eligibility for additional emergency or disaster compensation will cease.~~

The need to provide emergency services may supersede other County operations. During an emergency or disaster, employees may be temporarily assigned to duties other than the essential functions of their position and/or assigned to work at different job sites. If necessary, Emergency Essential Employees and Certified Emergency Response Employees may be recalled from previously approved leave.

To receive compensation during an emergency or disaster an employee must be working in their regular work assignment, in a designated County emergency assignment, or be on paid leave.

It is the shared responsibility of the County Administrator, Department Directors, and Division Managers to communicate this policy to County employees.

### **203.1 Adverse Work Conditions**

Department Directors and Division Managers have the authority to reassign or dismiss employees from work when circumstances may affect or compromise the safety and health of the employees. Circumstances may include, but are not limited to equipment malfunction, building damages or threatening situations.