


INDIAN RIVER COUNTY
MEMORANDUM

TO: Jason Brown
County Administrator

FROM: Suzanne Boyll 
Human Resources Director

DATE: December 31, 2018

SUBJECT: Revision to Overtime Policy AM-301.3 Providing for Declared Emergency Pay
for Exempt Employees

BACKGROUND:

In the event of a declared emergency, employees of Indian River County Board of County Commissioners (IRCBOCC) may be assigned to perform work in order to prepare for and respond to the emergency. Currently, the County has established policies to provide compensation to hourly (non-exempt) employees for hours worked during the declared emergency. Currently, there is no written policy to provide additional compensation to salaried (exempt) IRCBOCC employees who perform work during the declared emergency beyond the normal work schedule.

Staff is recommending that the Board of County Commissioners modify our policies to provide for additional compensation to exempt salaried employees for hours worked beyond a normal work schedule in support of a declared emergency. Additional compensation will be calculated based on the additional hours worked at a rate of pay equal to the employee's hourly salary as used for the purpose of payroll calculations. Compensation would be in addition to the employee's normal biweekly salary.

FUNDING:

Funding for these expenditures would be included in the funding for expenses associated with a declared emergency.

RECOMMENDATION:

Staff recommends the Board approve the amendment to Administrative Policy AM-301.3 Overtime to include a provision for additional compensation to exempt employees who work additional hours during a declared emergency.

ATTACHMENTS:

AM-301.3 Overtime Policy