

Personnel Policy & Procedures: (refer to page 25)

## V. CLASSIFICATION & PAY PLAN

### *I. Overtime*

#### **ADDENDUM #1:**

- In the event that the Governor declares a state of emergency for Liberty County due to a storm related event, both hourly and salaried employees shall be paid overtime wages for all overtime hours worked performing storm related duties. The employee shall document all storm related hours by clocking in the time clock system under the storm related job code while performing storm related duties. In the event that the employee is already clocked in under another job code, the employee should sign out and back in under the storm related job code when performing storm related duties. An employee shall not, however, use the storm related job code while performing regular/routine duties even if they are performed during a storm event. When clocked in under the storm related job code, the employee must maintain a detailed log of equipment and vehicles placed in service including the time that the equipment and/or vehicle was placed in service during the storm related event and when it was placed back out of service during the storm related event. In the event that the timeclock system is inoperable during the storm related event, the employee shall immediately call the clerk's office and leave a message when beginning their storm related duties and immediately call the clerk's office to clock out when their storm related duties are completed.