

**RESOLUTION 2009-185**

**RESCINDED 10-28-13**

Resolution 2009 - 185

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, AMENDING THE NASSAU COUNTY 1996 PERSONNEL POLICIES AND PROCEDURES.

WHEREAS, in 1996 the Nassau County Board of County Commissioners approved and adopted the Nassau County Personnel Policies and Procedures; a copy of which is distributed to each employee hired by Nassau County, Florida; and

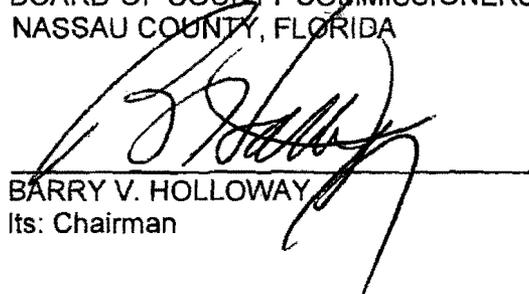
WHEREAS, the Personnel Policies and Procedures has been a significant feature for personnel administration for Nassau County; and

WHEREAS, the Personnel Policies and Procedures has been amended by the Board of County Commissioners, from time to time; and

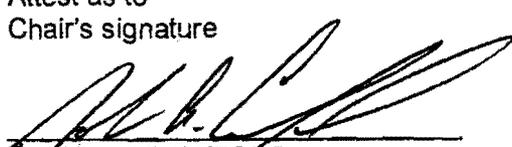
WHEREAS, the County Coordinator has requested to create a new section; work and compensation during emergencies or disasters.

NOW, THEREFORE BE IT RESOLVED, by the Board of County Commissioners, Nassau County, Florida, duly assembled in open session this 12th day of ~~October~~ 2009, does hereby approve said changes attached hereto; and be it further resolved, copies of these changes shall be provided to all employees no later than October 12, 2009.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

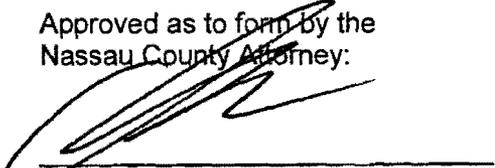
  
BARRY V. HOLLOWAY  
Its: Chairman

Attest as to  
Chair's signature

  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

*EBK 10/12/09*

Approved as to form by the  
Nassau County Attorney:

  
DAVID A. HALLMAN

## **NASSAU COUNTY POLICY**

### **WORK AND COMPENSATION DURING EMERGENCIES OR DISASTERS**

The following pay procedures will apply when any natural, technological, or human caused emergency or disaster requires a State of Local Emergency Declaration by either the Board of County Commissioners or the Nassau County Comprehensive Emergency Management Plan.

When a State of Local Emergency is declared and County facilities are closed:

- Designated essential personnel are to work. If they fail to work, they will have vacation charged to them, or if they have exhausted all vacation leave, they will be placed on leave without pay. Failure to contact their immediate supervisor may also result in a disciplinary or adverse action taken against them.
- If possible, prior to the declaration designated, essential personnel will be released from work in order to take care of personal situations such as family and property needs. They will be paid (regular wages) for that time off.
- If County facilities are closed before the normal end of the work day, non-essential will be sent home and paid (normal wages) for the entire day (Administrative Leave).
- During the time period that County offices are closed, non-essential personnel will be placed on Administrative Leave (paid) unless they are on pre-approved leave such as vacation, sick, FMLA leave, etc.
- Essential personnel who hold non-exempt status who work while County facilities are closed shall be paid double time and eligible for overtime (work in excess of forty (40) hours) in accordance with the provisions of FLSA.
- Essential personnel who hold exempt status below department head level shall be paid straight time in hours worked in excess of forty (40).