

Workday: Essential Employees

Emergency Delay	<u>At Work</u>		<u>En Route</u>		<u>At Home</u>	
	Bargaining Unit	Exempt	Bargaining Unit	Exempt	Bargaining Unit	Exempt
	Stay at work. Receive premium rate provided under the contract.	Stay at work. Receive OT or comp time based on FLSA status.	Report to work. Receive premium rate provided under the contract.	Report to work. Receive OT or comp time based on FLSA status.	Report to work. Receive premium rate provided under the contract.	Report to work. Receive OT or comp time based on FLSA status.

Full Day Emergency Declaration	<u>At Work</u>		<u>En Route</u>		<u>At Home</u>	
	Bargaining Unit	Exempt	Bargaining Unit	Exempt	Bargaining Unit	Exempt
	Stay at work. Receive premium rate provided under the contract.	Stay at work. Receive OT or comp time based on FLSA status.	Report to work. Receive premium rate provided under the contract.	Report to work. Receive OT or comp time based on FLSA status.	Report to work. Receive premium rate provided under the contract.	Report to work. Receive OT or comp time based on FLSA status.

**Essential employees who cannot make it to work are not authorized to work from home and must use their accrued leave time to make up for the time they were scheduled to work but did not report to work.*

Workday: Non-Essential Employees * *

Emergency Delay	<u>At Work</u>		<u>En Route</u>		<u>At Home</u>	
	Bargaining Unit	Exempt	Bargaining Unit	Exempt	Bargaining Unit	Exempt
	Stay at work. Receive premium rate provided under the contract.	Send home until declared emergency is over. Receive regular rate of pay for hours scheduled to work.	Send home until declared emergency is over. Receive regular rate of pay for hours scheduled to work.	Send home until declared emergency is over. Receive regular rate of pay for hours scheduled to work.	Stay at home until declared emergency is over. Receive regular rate of pay for hours scheduled to work.	Stay at home until declared emergency is over. Receive regular rate of pay for hours scheduled to work.

Full Day Emergency Declaration	<u>At Work</u>		<u>En Route</u>		<u>At Home</u>	
	Bargaining Unit	Exempt	Bargaining Unit	Exempt	Bargaining Unit	Exempt
	Agency to determine need.* Employees who work receive premium rate. Employees who don't work receive regular rate.	Send home. Receive regular rate of pay for house scheduled to work.	Send home until declared emergency is over. Receive regular rate of pay for hours scheduled to work.	Send home. Receive regular rate of pay for house scheduled to work.	Stay at home until declared emergency is over. Receive regular rate of pay for hours scheduled to work.	Stay at home. Receive regular rate of pay for hours scheduled to work.

**Currently, agencies may make bargaining unit non-essential employees ad hoc "essential employees." A system needs to be developed to get ad hoc essentials to work since they will not have the "Essential Employee" designee cards that are currently being used.*

***These provisions are in effect regardless of whether the emergency is where the employee lives or whether the emergency is where the employee works.*

Extended Delays

- **Essential Employees.** Essential employees should be analyzed in the same manner as they are analyzed for Emergency Delays or Full Day Emergency Declarations.
- **Non-Essential Employees.** The agency should consider the amount of time the employee has remaining on their shift as compared to the cost of requiring the employee to stay or report to work. If the agency sends the employee home, the agency should not expect the employee to return and should allow the employee to liberally use any accrued leave the employee may have.

Holidays and Weekends

- **Employees Scheduled to Work on the Holiday or Weekend.** Agencies would still treat employees scheduled for work based on their essential or non-essential designation. Essential employees already scheduled for work should be treated in accordance with the procedures outlined above under the heading *Workday: Essential Employees*. Non-essential employees already scheduled for work should be treated in accordance with the procedure outlined above under the heading *Workday: Non-Essential Employees*.
- **Employees Not Scheduled to Work on the Holiday or Weekend.** Agencies should determine whether essential employees who are not scheduled to work on the holiday or weekend should be asked to work on a case-by-case basis. If the unscheduled, essential employee is asked to work on the weekend or holiday, the employee is eligible for emergency leave and/or additional emergency compensation. Non-essential employees who are not scheduled to work on the holiday or weekend should not report to work and are not entitled to any emergency leave or additional emergency compensation.