

Catastrophic Event Payroll Policy

The policy shall be implemented in the event of certain catastrophic events including, but not limited to: hurricanes, tornadoes; other Acts of Nature; nuclear chemical and biological emergencies; terrorist attack(s); or any other emergency declared by Tom Green County Judge as a Declaration of Disaster; or Federal or State Authority.

All non-law enforcement employees, regardless of exemption status, required to work during a disaster over 40 hours will be paid 1 ½ times their normal rate of pay. If prior to the disaster sick, vacation, or holiday leave has already been used during the week, that time will be considered hours worked.

All law enforcement employees, regardless of exemption status, required to work during a disaster over 43 hours will be paid 1 ½ times their normal rate of pay. If prior to the disaster sick, vacation, or holiday leave has already been used during the week, that time will be considered hours worked.

All Full Time employees as listed in the Tom Green County NIMS Policy will be required to report to work and leave time will be cancelled as determined by their immediate supervisor through the duration of the emergency.

Timeclock Recording

All Departments that have employees working the Disaster shall input hours worked by each employees into the County's timekeeping system on the same day the hours are worked. – This meets State of Texas –FEMA requirements.