



Jackson Parish Police Jury

Emergency Day Policy

Adopted by the Jackson Parish Police Jury effective 3/20/2020

PURPOSE: In the case of a serious event or Act of God that is out of the control of the Police Jury, State of Louisiana, or the United States Federal Government, the Jackson Parish Police Jury must plan for the safety of its staff.

SCOPE: This policy applies to all full-time and part-time employees of the Jackson Parish Police Jury, including hourly, salary exempt, and salary non-exempt classifications.

POLICY STATEMENT: It is the policy of the Parish that the Police Jury President may deem a workday or a portion of a workday an Emergency Day which will require employees to remain at home or be required to return home from work. Workdays may be deemed Emergency Days for purposes of this policy for emergencies or disasters, manmade or natural, such as severe weather, electrical outages or other dangerous situations.

PROCEDURES

- A. Once an Emergency Day is declared, all employees will be notified by telephone or in person by their Department Head that they do not have to report to work that day or that they are being sent home.
- B. All employees who remain at home or are required to go home will be paid as if it were a normal workday. An employee on authorized leave on an emergency day shall be paid at their regular rate for the number of hours they would normally be scheduled to work if the day were not an emergency day and shall have the number of hours of authorized leave taken credited back to their leave balance.
- C. Essential employees shall be designated by each Department Head upon any Declaration of Emergency and a list shall be submitted to the Secretary-Treasurer the same day. In addition, the Department Heads may be asked to provide a plan for alternating shifts to divide the department staff for situations that require rotations.
- D. The Department Head, Secretary-Treasurer, and President have the authority to flex schedules, shifts, and personnel to best fit the individual circumstances of the event. This may include assigning essential staff for limited hours or specified days during the emergency declaration.
- E. In the event of an Emergency Day declared by the President, all essential employees must report in the manner required by their Department Head, for further instruction. Any essential employee who fails to report on an emergency day without prior authorization shall be subject to disciplinary action in accordance with the Personnel Manual.
- F. Essential employees required to work, or those employees deemed essential and called into work, will be compensated at a rate of one hour of annual leave for each hour worked, not to exceed eight (8) hours in a twenty-four hour period and not to exceed forty (40) hours in a five (5) day work week during the declared event. Additional OT must be reviewed and approved by the full Police Jury and applicable OT rates will be applied as part of the leave compensation.
 - a. The compensation leave will be tracked in the time and attendance system and added to the employees' leave balance at the end of the event.



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- G. Should an essential employee call in sick on an emergency day, that employee will be required to present a medical excuse on the first day returning to work, or the employee will be considered absent without leave and will not be compensated for the hours missed and may be subject to disciplinary action.
- H. In the event the President designates an emergency day as only affecting an isolated area of the government, only those employees unable to perform their normal duties will be compensated. All other departments will continue their operations as scheduled.
 - a. Examples of this would be an unsafe building issue at the Courthouse location that only impacts the Administrative and Maintenance Departments or severe weather that only impacts the departments and employees exposed to the outdoor elements.
- I. Employees that remain home or are required to go home by their Department Head for a self-quarantine due to a contagious disease as part of an Emergency Declaration will be paid at their regular rate of pay for the number of hours of their regular schedule, as provided in section A above.
- J. All pay rate changes will be suspended during the Emergency Day Declaration and employees will be frozen at their current pay rate prior to the declaration.
- K. Additional provisions not foreseen in this policy may be provided at the discretion of the Secretary-Treasurer in coordination with the President so long as they are within reason and consistent with the provisions in this policy.
- L. Unless otherwise declared by the President, an emergency day for purposes of this policy shall not be the same as a declaration, an emergency, or disaster pursuant to the Louisiana Homeland Security and Emergency Assistance and Disaster Act.
- M. The Parish shall not be obligated to pay more than ten (10) working days under the terms of this policy without formal extension from the President with the approval of the Jury.
- N. Once an emergency day for purposes of the policy is declared to have ended by the President, all employees are expected to return to work. Those employees not returning to work or those unable to return to work will be required to use their accrued leave time as provided for in the Personnel Manual.

ADDITIONAL GUIDELINES:

The following guidelines apply for periods when the Police Jury President has declared a State of Emergency but has NOT declared an Emergency Day:

- O. When the departments are operating under extreme weather or other unsafe conditions making it impossible for a staff member to arrive at the regular time, reasonable allowances for tardiness will be made.
- P. If the employee cannot report for work within a reasonable time, they may instead use their accrued leave time or choose to take leave without pay. The Department Head should be notified as soon as possible if the employee is unable to report to work.
- Q. If an employee is on approved leave during the time of an Emergency Declaration, they will be charged the applicable leave hours unless an Emergency Day is declared by the President (see section B above).