
OVERTIME COMPENSATION FOR EMERGENCY SUPPORT FUNCTIONS (ESF)

I. PURPOSE

The purpose of this addendum to Statewide Personnel Policy No. 2 is to outline the manner in which overtime compensation shall be administered relative to disaster operations and management.

II. APPLICABILITY

This addendum applies only:

- To those classified employees designated to perform duties in relation to DENR's Emergency Support Functions (ESFs), as assigned in Executive Order Number JML 24-41 (*any subsequent executive order supersedes this policy*); and,
- When the Governor declares an official State of Emergency or the State Emergency Operations Center (EOC) is activated at a Level 3 or above, whichever comes first.

This addendum does not apply to:

- Emergencies declared prior to the effective date of this addendum; or,
- Routine ESF duties, including drills, meetings, training, etc.

III. DEFINITIONS

A. Disaster Hours Worked

1. Includes time spent:

- a. Working at an assigned disaster location and/or on disaster operations tasks in preparation for or during an applicable emergency;
- b. In transit to and from an assigned disaster location if required to travel to a parish outside of the employee's official work domicile.

2. Excludes time spent:

- a. In transit to and from an assigned disaster location if it is in the same parish as the employee's official work domicile;
- b. Sleeping at the assigned disaster location;
- c. For meal breaks, provided the employee was fully relieved of his/her disaster duties during such time.

B. Overtime: For the purpose of this addendum, overtime is any time worked performing disaster duties in excess of the hours for which the employee was regularly scheduled to work on a given day.

C. Official Work Domicile: The parish in which an employee is regularly assigned to work. For those working from a home office, the domicile is the parish in which the employee resides.

IV. SCHEDULE CHANGES

Upon emergency activation, an employee's work schedule is subject to change, based on the needs and direction of the primary agency in charge of the ESF role for which the disaster duties are being performed.

If, due to scheduling difficulties or administrative error, an employee does not work the entirety of their 40-hour workweek or 80-hours in the pay period, Special Leave-Act of God (LSAG) may be granted for sufficient hours to make the employee whole. However, if an employee fails to work 40-hours in the workweek or 80-hours in the pay period due to his own need to be off from work, the employee is required to utilize other leave as is applicable.

V. OVERTIME COMPENSATION

All disaster hours worked in excess of an employee's regularly scheduled workday shall be compensated at the time-and-one-half (1.5) rate, as DENR's budget permits. The time and one-half (1.5) overtime rate is applicable irrespective of FLSA status, any leave utilized or occurrence of a holiday/office closure during the workweek.

VI. RECORDING TIME AND ATTENDANCE

Employees performing disaster operations and management duties are required to record their time worked in the CATS system in accordance with the Department's HR Policy No. 2, Electronic Time Entry and Certification of Time Statements. The time entry codes to be used are:

Disaster Duties Performed	
During Office Closure: 3 time entries required	No Office Closure: 2 time entries required
<ol style="list-style-type: none">1. LSOC (Special Leave-Office Closure) – for the number of hours for which the employee was regularly scheduled to work, or, if the office closure was for a partial day, the number of hours from the declared start time of the office closure to the employee's regularly scheduled departure time.2. Z001 (K-time Earned) – for the number of disaster hours worked that do not exceed the hours for which the office closure is applicable.3. ZA03 (Pay OT at 1.5 Rate) – for the number of disaster hours worked in excess of the employee's regularly scheduled workday.	<ol style="list-style-type: none">1. ZA01 (Regular Attendance) – for the number of disaster hours worked that do not exceed the employee's regularly scheduled workday.2. ZA03 (Pay OT at 1.5 Rate) – for the number of disaster hours worked in excess of the employee's regularly scheduled workday.

All disaster-related time entries must include the assigned cost center and a special Functional Area in order to designate these payroll costs to the emergency event.

In addition, detailed, supporting documentation of all hours worked in support of the disaster must be recorded using the *Overtime and Compensatory Leave Earning Record* form or *DCFS Disaster Duty Time Sheet* (as applicable), and must be provided to the employee's assigned timekeeper for record retention.

VII. VIOLATIONS

Failure to comply with this policy addendum may result in disciplinary action, up to and including termination from the classified service.

VIII. EXCEPTIONS

Requests for exceptions to this policy shall be submitted to the Human Resources Division with specific and compelling written justification. Exceptions may be granted only by the Secretary and then only if such is determined to be in the overall best interest of the State.

IX. QUESTIONS

Questions regarding this policy addendum should be addressed to the Human Resources Division.

X. REVISION HISTORY

Date	Action
July 10, 2019	Policy Established
July 10, 2024	Policy Renewed, no significant changes

AUTHORIZATION:

Mark Normand, Jr., Undersecretary