

P4044 MAJOR EMERGENCY WORK

BOARD POLICY:

The Superintendent of Schools, or designee, will be responsible for declaring a work situation as a major emergency.

Administrative Implemental Procedures:

1. The Division Director of Facilities will be responsible for notifying the Superintendent of Schools or designee that a work situation exists which should be declared a major emergency situation.
2. The Division Director of Facilities shall maintain a current list of employees who may be assigned to major emergency work. Each employee shall have a signed statement indicating the employee's awareness of the operational procedures related to major emergency work and that they are physically qualified to perform such work. Any employee who is required to work, but unable to do so due to medical-related issues, must provide a medical form from a licensed physician, and may be subject to a fit for duty exam.
3. Any employee assigned by the Division Director of Facilities to a major emergency work crew shall receive two times the regular hourly pay for all hours worked on the declared major emergency project. If a major emergency work situation is declared on a Board recognized national holiday and the holiday falls on a Saturday or Sunday, the employee shall receive three times the regular hourly pay for all hours worked.
4. During declared major work emergencies, the Division Director of Facilities is authorized to change any work schedule deemed necessary to maintain a working force to meet the emergency. Shift assignments made by the division directors in this manner should be limited to twelve (12) hours' duration. Every effort should be made to minimize the disruption to an employee's regular duty hours and keep the employee representative organization informed of such interruptions.

Administrative Responsibility: Human Resources

Latest Revision Date: July 2019

Previous Revision Date: November 2011 P4044