Louisiana Housing Corporation

LOUISIANA HOUSING CORPORATION		
Policy Number 51	**Policy Name** Disaster Emergency Operations Pay	**Original Effective Date** April 8, 2022
Issuing Department Human Resources	**Revision Dates**	
Contact Human Resources	**Signature** Nakeda Blount	
Appointing Authority Bradley R. Sweazy, Interim Executive Director	**Signature** Bradley R Sweazy	

I. Objective

The purpose of this policy is to provide guidelines for the consistent management of overtime compensation for essential employees authorized to work during an emergency/disaster. The event shall begin when the Governor declares an official State of Emergency or if a State Emergency Operations Center is activated at level 3 or above as written in the State of Louisiana Emergency Operation Plan, whichever comes first. The event shall end as designated by the Commission of Administration, the Governor, or the LHC Executive Director. Once the event ends, the department's normal overtime compensation policy provisions shall apply. If, neither an official State of Emergency nor State Emergency Operations Center is activated the department's Policy Number 14: Overtime may apply.

II. Applicability

This policy shall apply to employees of Louisiana Housing Corporation (LHC), hereinafter referred to as "LHC", who are authorized to perform emergency/disaster duty work. Authorization must be pre-approvedby the LHC Executive Director, or their designee.

III. Policy

The Louisiana Housing Corporation fully intends to properly compensate employees for all hours worked during an emergency/disaster. Employee compensation for overtime shall be in accordance with the LHC Policy Number 14: Overtime, State Civil Service Rules, and the Fair Labor Standards Act (FLSA), with the FLSA taking precedence in the event of a conflict within these provisions.

This policy sets the standards for compensation of overtime hours for the LHC essential employees who perform duties relative to emergency/disaster operations. For the purposes of this policy, disaster duties shall not include drills, meetings, and routine tasks including responding to emails performed except

those duties performed in preparation for an imminent event or during an actual event as declared by the Governor or the Commissioner of Administration.

This policy may apply to employees performing administrative support functions during events, such as purchasing, budgeting, fiscal management, payroll, data entry, etc., but only if in direct support of the ESF-6 (Emergency Support Function). The LHC Executive Director or designee will make this determination for each event.

LHC will make every effort to invoke this policy and compensate employees in case of overtime worked, but funds are not readily available employees will be awarded compensatory time. Cash compensation is only available to employees who receive pre-authorization to perform emergency/disaster duty work and will be limited to 25 hours per pay period unless the Executive Director approves additional hours.

All employees who perform direct emergency/disaster duty working in the State Emergency Operations Center, other disaster (ESF-6) locations, and shelters may be paid overtime at a rate of time and one-half, (1.5). All employees who work during an emergency/disaster who are exempt or nonexempt may receive paid overtime at a rate of time and one-half, (1.5) for any emergency/disaster overtime hours worked over 40 hours in a workweek. Employees will earn straight pay for hours worked not to exceed 40 hours during a workweek.

FLSA states nonexempt employees must receive overtime pay for hours worked over 40 per workweek at a rate not less than one and one-half times, (1.5) the regular rate of pay. FLSA does not require overtime pay for work on weekends, holidays, or regular days of rest unless overtime is worked on such days.

If any leave has been taken to include office closures and holidays observed, compensation will be at the straight-time rate for the overtime hours worked up to 40 hours. Only after 40 hours of actual hours worked is completed will overtime be compensated.

IV. Procedures

1. Each day that disaster duty is worked, applicable employees must record all

time and attendance activities occurring that day on the Disaster Duty Time Sheet. This shall include any time spent performing regular office duties, leave taken, and disaster travel/duty times. When employees work disaster duty and regular office duty for parts of the same day, employees must record the number of hours worked performing regular office duties, any leave taken, and the number of hours worked performing disaster duties in quarter-hour increments.

In addition, employees must record **start and end times for all disaster duty time traveled and worked in quarter-hour increments only.** Employees are **not** to record the actual clock time disaster duty travel or work began and ended.(Example: Disaster travel/work that began at 5:10 would be recorded as 5:15.)

2. **Work shift extends past midnight** – Employees should note that each workday begins at 12:01 a.m. If a shift is worked that begins before midnight and extends until after midnight, then the employee is to record the time worked up to 12:00 a.m. (midnight) on one day of the timesheet, and the time worked from 12:01 a.m. to the end of their disaster shift on the next day of the timesheet.

3. Submit a copy of the Disaster Duty Time Sheet along with your timecard to your supervisor for review and approval.

V. Violations

Any employee found to have knowingly and intentionally falsely claimed overtime during a disaster/emergency will be subject to disciplinary action, including and up to termination. Additionally, falsely claimed overtime will be reported to the appropriate authorities in accordance with La. R.S. 24:5223. Employees shall be aware that criminal prosecution may ensue for such violations.

VI. Questions

Questions regarding this policy should be directed to the LHC Human Resources.