

Meeting Date
04/28/2015



AGENDA	
Section	CONSENT
Item No.	II.D.6

**AGENDA REPORT**  
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Policy BCC-17, Emergency/Disaster Leave
DEPT/OFFICE:	Office of Human Resources

Requested Action:

It is requested that the Board continue Policy BCC-17, Emergency/Disaster Leave.

Summary Explanation & Background:

BCC-31 (Sunset Review) requires all policies to be subjected to a review every three years to determine their relevance, appropriate department assignment, duplicitous, and to maintain current statutory law updates.

The objective of Policy BCC-17 is to provide an emergency/disaster leave bank for employees who volunteer to provide defined emergency services during official declarations of state and/or national disasters. Employees meeting specifically designed criteria, will continue to be eligible, with approval from their appointing authority, to use up to two (2) weeks of paid emergency disaster leave to assist in such disasters.

Other County employees will continue to be able to support relief efforts by donating annual, compensatory or sick leave time to the emergency disaster leave bank.

Contact: Frank Abbate 633-2034 Frank.Abbate@BCC@Viera

Clerk to the Board Instructions:

Exhibits Attached: BCC-17, Emergency/Disaster Leave

Contract /Agreement (If attached): Reviewed by County Attorney Yes  No  PR

County Manager	Assistant County Manager, Mel Scott	Department Director / Extension
Stockton Whitten	Assistant County Manager, Venetta Valdengo	Frank Abbate, Human Resources Director 633-2034



Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972

April 29, 2015

**M E M O R A N D U M**

TO: Stockton Whitten, County Manager

RE: Item II.D.6., Policy BCC-17 for Emergency/Disaster Leave

The Board of County Commissioners, in regular session on April 28, 2015, approved Policy BCC-17 regarding Emergency/Disaster Leave. Enclosed is the original Policy for your action.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

/af

Encl. (1)

cc: Human Resources Director

TITLE: Emergency/Disaster Leave

NUMBER: BCC-17  
CANCELS: ~~05/29/2012~~~~04/28/2009~~  
APPROVED: 05/29/2012  
ORIGINATOR: Human Resources  
REVIEW: 05/29/2015

**I. OBJECTIVE**

The objective of this policy is to establish paid emergency/disaster leave standards for employees who volunteer to provide specific kinds of emergency services during defined times of state and/or national disaster.

**II. DEFINITIONS AND REFERENCES**

- A. Emergency Services** - The preparation for and carrying out of functions to prevent, minimize and repair injury and damage resulting from natural or man-made disasters. These include fire-fighting services, police services, medical and health services, rescue, engineering, warning services, communications, radiological, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, animal services, emergency resource management, existing or properly assigned functions of plant protection, temporary restoration of public utility services, and other functions related to civilian protection.
- B. Major Disaster** - An official status declared by the President of the United States when it is deemed that federal assistance is needed under the Stafford Act (P.L. 93-288 as amended) to supplement state, local, and other resources to deal with the effects of a variety of natural or man-made catastrophic events.
- C. Man-made Disaster** - An event caused by the action of one or more persons that imperils life and property and produces danger or the imminent threat of danger through exposure to biological, chemical, or radiological hazards. Examples include large spills resulting from transportation or industrial accidents, and effects of terrorist acts.
- D. Natural Disaster** - An event of nature that causes extensive and/or severe threat to or destruction of life and/or property, typically, such situations are the result of wind, earthquake, blizzard, ice storm, widespread fire, or flood.

- E. **Specialized Skills or Training** - Specific, definable skills or training that enables an individual to provide certain identified services needed during periods of state of emergency or major disaster.- These skills and training may or may not be related to the qualifications used in the employee's County job.
- F. **State of Emergency** - The status declared by the Governor of Florida or of another state for conditions of sufficient severity and magnitude that assistance is needed to supplement the efforts of localities and other relief organizations.

### III. DIRECTIVES

- A. **Emergency/Disaster Leave** - Any employee may donate annual leave, compensatory time or sick leave time to the emergency/disaster leave bank that shall be maintained by the Office of Human Resources.
- B. **Requesting Emergency/Disaster Leave** - Employees must request emergency/disaster leave in accordance with procedures established by their Department/Office. Appointing authorities have sole discretion to approve requests for paid leave in the emergency or disaster situations described in this policy.
- C. **Leave to Provide Emergency Services** – An appointing authority may approve an employee's request to use up to two weeks (80 hours) of paid emergency disaster leave annually to provide emergency services in compliance with the criteria of this policy. Employees asked by emergency/relief service authorities to extend their service beyond 80 hours for the same event may request approval from their appointing authority to use additional emergency/disaster leave. Approval of any emergency/disaster leave shall be subject to availability of such leave in the emergency/disaster leave bank.

NOTE: If supplying emergency service is within an employee's normal job duties, (including but not limited to mutual aide or incident command situations) the employee shall serve in the manner directed by his or her Department/Office. Time worked in such situations will not be considered emergency/disaster leave under this policy.

- D. **Qualifying Events** - Employees may be granted emergency/disaster leave to provide emergency services if all of the following criteria are met:
  - The area is covered by an official declaration of major disaster by the President of the United States or a declaration of a State of Emergency by the Governor of Florida or the governor of another state.
  - Public officials at the site of the man-made or natural disaster have requested the assistance of individuals with specialized skills or training.
  - The employees possess the required specialized skills or training requested by the emergency relief service authority.
  - Employees present written requests by the emergency relief service authority to provide emergency services and obtain approval prior to using leave under this policy.

E. The Board of County Commissioners will *not* pay for expenses such as travel, food, or lodging related to employees providing emergency services on a voluntary basis utilizing emergency/disaster leave.

**F. Department/Office Responsibilities**

Emergency/disaster leave to provide emergency service may be granted at the discretion of the requesting employee's appointing authority. In evaluating such requests, appointing authorities should consider the need for the employee to provide the specified assistance and the expected impact of the employee's absence on the Department/Office's ability to fulfill its mission.

Each appointing authority shall be responsible for ensuring that they have the required documentation before awarding paid emergency/disaster leave from the emergency/disaster leave bank.

**IV. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

~~Chuck Nelson~~ Robin Fisher, Chairperson  
Brevard County  
Board of County Commissioners

SUNSET REVIEW  
BCC-17

POLICY NUMBER AND NAME (OR) BCC-17  
ADMINISTRATIVE ORDER NUMBER AND NAME: Emergency/Disaster Leave

**Department:** Human Resources Office  
Please review with recommendations to the County Manager (and/or) Advisory Board.

**Citizen Group:** Recommendation to be submitted to the Board of County Commissioners

**County Commission:** To receive results of Department and Citizen Group reviews:

REVIEW TO INCLUDE (BUT NOT LIMITED TO):

1. What is the need being met and who benefits: (Quantify)

The objective of this policy is to provide paid emergency/disaster leave standards for employees who volunteer to provide specific kinds of emergency services during defined times of state and/or national disaster.

2. Is this Policy/Administrative Order duplicative?  Yes  No  
If yes, please explain.
3. Can another agency perform this function?  Yes  No  
If yes, please explain.
4. County Funding  Yes  No
5. Should this Policy/Administrative Order be  
 Eliminated  
 Modified  
 Continued
6. Is there an acceptable alternative?  Yes  No  
If yes, please explain.

The date(s) the Citizen Group/Advisory Board will review. \_\_\_\_\_

The date the Board of County Commissioners will review results. \_\_\_\_\_

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date