



A Tradition of Stewardship
A Commitment to Service

INTERDEPARTMENT MEMO

To: All County Employees

From: Tracy A. Schulze, Auditor-Controller
Heather Ruiz, HR Director

Date: October 13, 2017

RE: 2017 Napa Fire Complex Event

Due to the severity and multiple circumstances experienced with this event, the Board of Supervisors authorized the Interim CEO to approve compensation to employees for up to five working days if those employees are ordered to leave work or ordered not to report to work.

At this time, Monday, October 9 through Friday October 13, 2017 have been approved declared emergency days. **General Rule:** If you physically came to work your regular shift or you worked as disaster staffing in the EOC, you will be paid for the time worked, as well as receive up to 4 hours of banked time each day (including Management). If you were explicitly told by your supervisor to NOT report to work or were released from work due to road closures, evacuation, loss of personal property or any other fire event related justification, you will be compensated up to 8 hours for each of the five days. This additional compensation also requires Department Head approval (discussed below).

Please read the following carefully as this can be very confusing. Work with your supervisor to determine what category you fit into and then record your time accordingly. If you have questions, please first work with your timekeeper. Payroll staff in the Auditor-Controller's office will be working with your timekeepers to answer questions.

Time Codes:

- 001 – Regular time
- 131 – Paid Leave time
- 033 – Banked time
- 021 – Overtime

Did you work?

- 1) If you were scheduled to work, but were expressly told not to report to work by your supervisor or were subsequently sent home due to road closures, evacuations orders or another circumstance allowable and approved by your supervisor related to the fires, you should code up to 8 hours of code 131 (in accordance with your scheduled hours). Your supervisor must have given you approval and your Department Head must also approve according to Auditor-Controller's established procedures as discussed below.
- 2) If you were scheduled to work a regular shift and physically came into work for your entire shift, you should code 8 hours 001 and up to 4 hours to Code 033 for banked time.
 - a. For part-time shifts, the bank hours are to be prorated (.5 hours for each hour) of regular shift. For example, if your regular shift is 6 hours and you worked your entire shift, you will bank an additional 3; if your regular shift is 4 hours, and you worked your entire shift, you will bank an additional 2.
 - b. If you work an alternate schedule of more than 8 hours, the max of banked time remains at 4 hours. If you worked more than 8 hours, follow your normal overtime coding for the additional hours worked.
 - c. Telecommuting is not eligible for the additional compensation of Code 033 time.
- 3) If you were scheduled to work a regular shift and you determined on your own to either not report to work or did not complete your entire shift due to being sick (Including air quality sickness) or for other personal reasons, you must use sick (and, if required by your supervisor, provide a doctor's note), personal or vacation time and no additional compensation will be granted. Air quality sickness is not an allowable circumstance for additional compensation.
- 4) If you were not scheduled to work and/or were not asked to come in, there is no additional compensation granted.

Project Costing Specifications:

- 1) For those of you that are working your regular job duties, please project cost both regular and banked hours as you would for your typical work day.
- 2) For those called in to work the emergency (EOC/natural disaster staffing only), please code 001 with 2017 Napa Fire Complex project costing for the numbers of hours actually worked up to 8 hours, 021 with 2017 Napa Fire Complex project costing for any hours worked over 8 hours, and code 033 with Napa Fire Complex project costing for the 4 additional paid leave hours that will be banked.

IMPORTANT!

All staff coding time to the 2017 Napa Fire Complex must fill out a Form 214 to detail the work done for the emergency. A form must be filled in for each day, signed and submitted either to the EOC or directly to the auditor's office on a daily basis. If you are not working directly in the EOC, please work with your timekeeper to gather the forms to ensure they are completed and are submitted to the Auditor's office timely.

*Project Costing Memo and the 214 form can be found at on our internal Auditor-Controller's website under the Payroll tab.

Extra Help - Extra Help employees code time normally. If you did not work, you are not paid. Extra Help employees are not eligible for the 131 paid time, nor the 033 banked time.

Employees on Leave of Absence - Employees on a leave of absence, or who were sick on these days, just code leave time normally as per their LOA or just sick time. They are not entitled to 131 or 033 time. This includes any employees regularly scheduled to be off on these days (alternate schedules, planned vacations, etc.).

Alternate Schedules (9/80, 4/10 etc...) - If you were expressly told not to report to work by your supervisor or were subsequently sent home due to road closures, evacuations orders or another circumstance allowable and approved by your supervisor related to the fires, you should code up to 8 hours of code 131. You will have to supplement your additional time in accordance with your alternate work week with your own accrued leave banks.

Management – Management are not eligible for overtime should only code 40 hours, 8 hours a day. For example, if you worked on Sunday, code it. If you then work the whole week, you will not code anything for Friday. (Clarification - Management is eligible for the banked time as discussed above). We understand that the hours on your 214 may show more than 8 and not line up with your time card.

Department Head Approval Required for Use of Timecode 131 – Paid Time Off: Due to the authorization provided by the Board, Department Head approval and certification is required. Timekeepers shall provide a list on department letterhead for the pay week ending October 13, 2017 containing the following information:

- Date of the Week
- Employee Name
- Number of Hours Requested on that day for that employee

Once the Department Head reviews the list and determines the employees were in fact eligible for the paid time off, they will sign and date after the following statement:

I certify and approve that the employees listed above have been instructed not to report to work or were released from work due to road closures, evacuation, loss of personal property or any other fire incident related justification.

Signed forms shall be submitted to the Auditor-Controller's office by 5:00 Tuesday after the pay week end (by 2:00 October 17, 2017)

Timekeepers

We don't have a template for you to use for the Department Head sign off, please just create this in word or excel and make sure it includes the information and certification language as stated above.

Please contact Cheryl Parker, Tina McLean or Nataly Joachin if you have questions. It's best to cc all so they can share the work load and provide quicker response times.