

# SARASOTA MEMORIAL HEALTH CARE SYSTEM CORPORATE POLICY

**TITLE:** EMPLOYEE COMPENSATION  
DURING DECLARED  
EMERGENCY CONDITIONS

**POLICY #:** 00.PER.07  
**EFFECTIVE DATE:** 06/16/99  
**REVIEWED/REVISED DATE:** 01/09/15  
**POLICY TYPE:** Clinical Non-Clinical  
**PAGE:** 1 of 7

**Job Title of Responsible Owner:** Executive Director, Human Resources

**PURPOSE:** To outline the guidelines for compensating Sarasota Memorial Health Care System (SMHCS) employees when the organization operates under emergency conditions.

**POLICY STATEMENT:** SMHCS makes reasonable efforts to release employees from work prior to, during and after emergency conditions such as a hurricane on a staggered basis in order to care for their personal and property needs and families. However, employees may be required to either stay on or return to duty as directed to ensure quality patient care, maintain safety and fulfill the community's health care needs and trust.

**EXCEPTIONS:** None

**DEFINITIONS:**

- Emergency Conditions:* Any unforeseen event or unanticipated conditions either internal or external to the organization requiring prompt action, as officially declared by the SMHCS President and CEO or designee. Emergency conditions include mass casualty, hurricane, tornado, bomb threats, etc.
- Hourly, Non-Exempt Employee:* An SMHCS employee (Refer to Policy [00.PER.96](#), Employment Status of SMHCS Personnel, for individual definitions for regular, full- and part-time, seasonal, core no-benefited, and per diem) who is paid an hourly wage and is eligible under the Fair Labor Standards Act to receive overtime pay for hours worked in excess of 40 in a work week or 8 in a day or 80 in a pay bi-weekly pay period. This category also includes travelers working at SMHCS.

3. *Salaried, Exempt Employee:* An SMHCS employee who is paid a salary (not an hourly wage) to perform the duties and responsibilities of a job regardless of hours worked in a work week or bi-weekly pay period. In accordance with the Fair Labor Standards Act this category of employee is exempt from the overtime pay provisions of the act.
4. *On Duty:* When an SMHCS employee is on the facilities or premises at management's request and is available for a work assignment.

**PROCEDURE:**

1. Employees who are either: (a) regularly scheduled; or (b) not scheduled but are requested to report for duty during a declared emergency are compensated in accordance with existing relevant personnel policy and established employment and pay practices.
2. Regular, full- and part-time, seasonal, core no-benefited, and per diem employees who are not regularly scheduled and not required to report for duty during a declared emergency are eligible to receive paid time off (PTO) benefits in accordance with existing relevant personnel policy and established employment and pay practices.
3. Employees who are not regularly scheduled during a declared emergency but who are needed for patient care and/or other hospital services as determined by management are required upon request to promptly report for duty. Appropriately reporting for duty is defined as an employee being properly registered into the hospital for the emergency, at his or her assigned work station or job site at the designated time, properly clocked (badge) in and available and ready for work on facilities or premises. Employees are expected to perform the duties and responsibilities of their job or may be assigned to other duties at management discretion.
4. Regular, full- and part-time, core no-benefited and per diem employees who are either: (a) regularly scheduled to work; or (b) requested to report for duty during a declared emergency but are either unwilling or unable to remain on or report for duty are not paid for the time not worked nor eligible to use PTO benefits. With regard to PTO benefits, exceptions at management discretion may be made if approved in advance by appropriate management staff.

The day(s) or time off may be considered at management discretion as excused or unexcused absence occurrence(s).

5. Non-exempt, hourly employees who report for duty and/or actually work during a declared emergency are compensated at their normal pay rates (regular or overtime and shift differentials) for hours actually worked.

Exempt, salaried employees who report for duty and work in anticipation of, during or after a declared emergency are compensated at their normal minimum guaranteed salary. Additional pay for exempt employees is discretionary and requires approval of the SMHCS President and CEO.

6. Non-exempt, hourly employees who are on duty for 24 or more consecutive hours are compensated for all hours actually worked as determined by management staff and in addition compensated for eight hours of sleep time and actual meal time (normally ½ hour per shift) for each 24 hour period as defined by management. Depending on the severity of the emergency, staff should be relieved after 16 consecutive hours of worked time in order to sleep.

Non-exempt, hourly employees who are on duty for less than 24 hours but are required to sleep in order to work during the declared emergency, are compensated for 8 hours of sleep time and actual hours worked.

7. An employee who is not on duty and is neither performing the duties of his or her job nor any other job is not eligible to receive sleep pay and is not paid for the time otherwise spent on the premises. In these cases, these employees are normally at SMHCS facilities or premises as a result of the being confined to the facilities normally for health or safety reasons.
8. Non-exempt hourly employees including travelers (if scheduled by department) are also expected to report for duty in anticipation of, during and immediately after a declared emergency as requested by management staff. Travelers are paid in accordance to their contractual agreement. Non-exempt hourly employees are paid for actual hours worked in accordance with the established policies and pay practices. If a non-exempt hourly

employee is on duty for more than 24 consecutive hours, he or she is compensated for sleep time as stipulated above.

9. Employees who are on duty but not needed in their regular jobs during a declared emergency may be directed at management discretion to a designated area (Labor Pool) or may volunteer for reassignment to another area of the organization or to another position as required. Employees who during a declared emergency perform other assigned work outside of their regular job description are compensated at the respective employee's regular base pay rate of the regular job assignment.
10. Employees who are not needed and scheduled to work by appropriate management staff during emergency conditions are released from duty whenever possible prior to the official declaration of the emergency. Unless scheduled to work during the emergency, these employees are expected to not report back to work until notification by the appropriate hospital staff is released. The organization will use internal communications systems (telephone, SMHCS Intranet, hotline, etc.) and external media such as television, radio, etc. to announce the "all clear" notice for employees to return to work under recovery or normal conditions.
11. Non-exempt, hourly employees who normally clock (badge) in and out and report for duty or actually work during a declared emergency are required to properly clock (badge) in and out if the attendance system is operational. In addition, employees are expected to document and report to management all worked hours using a manual time card and special emergency codes describing job duties during the declared emergency (see Attachment 1, SMHCS Emergency Timecard).

Salaried, exempt level employees (non-clocking) are expected to manually log in and out any time they report for duty, perform actual work, stop working or leave the premises.

During certain declared emergencies particularly emergencies with advance notice (i.e. hurricane), employees working the emergency are not eligible to receive called-in (called back) pay. In most cases, Report Express editors should suspend usage of the (CI) or called in code until after the emergency is over. Employees scheduled for regular on-call duties may not be eligible for on-call pay during the lockdown period unless they are able to provide telephone support during the declared emergency. ReportXpress editors will need to remove any pre-entered on-call time that is in appropriate during the lockdown period.

**RESPONSIBILITY:** It is the responsibility of SMHCS President and CEO or appropriate designee to declare an official emergency.

It is the responsibility of each executive, director and managerial staff member to enforce this policy.

It is the responsibility of all employees to adhere to this policy.

**REFERENCES:** None

**AUTHOR(S):** Laurie Pilgrim Bennett, Executive Director, Human Resources

**ATTACHMENT(S):** Attachment 1 – SMHCS Emergency Timecard (Form E)

**APPROVALS:**

<b>Signatures indicate approval of the new or reviewed/revised policy.</b>		<b>Date</b>
<b>Committees/Sections/Departments:</b>		
<b>Director/Responsible Owner:</b>	Laurie P. Bennett	12/16/14
<b>Vice President/Executive Director:</b>	Laurie P. Bennett	12/16/14
<b>Chief of Medical Operations: (if clinical policy or appropriate)</b>		
<b>Chief of Staff: (if clinical policy or appropriate)</b>		
<b>Medical Executive Committee: (if clinical and review requested by CMO and COS)</b>		
<b>Chief Executive Officer:</b>	David Verinder, CEO	12/2014

**SARASOTA MEMORIAL HEALTH CARE SYSTEM, INC.  
EMERGENCY TIMECARD - (FORM E)**

**NAME** \_\_\_\_\_ **EMPLOYEE ID NUMBER** \_\_\_\_\_

**BUSINESS UNIT** \_\_\_\_\_ **DEPARTMENT #** \_\_\_\_\_ **HOURLY or SALARIED (circle one)**  
(See legend below) (e.g. 3301 – OR)

**DATE OF LOCK DOWN** \_\_\_\_\_ **TIME OF LOCK DOWN** \_\_\_\_\_ **HURRICANE TEAM (A or B)** \_\_\_\_\_

DATE	TIME IN	TIME OUT	EMERGENCY CODE	HOURS	DETAILED DESCRIPTION OF EMERGENCY CODE 5 – “OTHER HURRICANE DUTIES”	FINANCE USE ONLY

**Signature (required)** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Employee)

**Signature (required)** \_\_\_\_\_ **Date** \_\_\_\_\_  
**(Supervisor, Manager, or Director)**

	<b>Business Unit Legend</b>	<b>Code</b>	<b>Description of Work Performed—Emergency Codes (for use on this emergency Time Card ONLY)</b>
00110	Sarasota Memorial Hospital	1	Working - Regular duties
00114	Sarasota Memorial Nursing Rehabilitation Center	2	Available to work
00210	SMH Physician Services, Inc.	3	Working – Emergency PSN duties
00220	SMH Professional Services Corp.	4	Sleep
00320	Sarasota Memorial Home Care, Inc.	5	Other Hurricane Duties
00340	SMH Diagnostic Services, Inc.		
00710	Sarasota Memorial Corporate Services Division		

**Notes:** 1. Emergency codes apply only to manual time cards. When SLEEP time is incurred, employees should also enter that time in Calendars as code 70 on TimePC or TimeCall.