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PURPOSE AND OVERVIEW

PURPOSE

This program manual provides guidance to agency human resource offices within the State Personnel System to assist in maintaining essential functions\(^1\) and services during a pandemic\(^2\). It neither replaces nor supersedes any current, approved agency Continuity of Operations Plan (COOP); rather it supplements it by addressing additional considerations and challenges specific to managing an agency’s human capital through mitigation strategies, advanced preparation and appropriate application of the statutes, rules and collective bargaining agreements.

OVERVIEW

The State of Florida is responsible for providing services to just under 21 million Florida citizens. A potential pandemic could disrupt the continuity of operations of essential and other community services, including governmental and business functions. Should that occur, the Governor of the State of Florida may proclaim a state of emergency through an executive order.

Human resource issues have the potential to negatively impact an organization’s COOP performance. It is critical that agencies have plans in place to manage operations with minimal losses and disruptions in normal business flow during a pandemic. Human resource professionals play a major role in preparing for and implementing an agency’s COOP that addresses the challenge of managing its human capital. The status of pay, administrative leave, and the possibility of layoffs will be foremost in the mind of many employees. In addition, depending on the circumstances, life and safety issues are also significant issues to be addressed.

In the case of a serious infectious disease outbreak, such as a pandemic, agencies must plan for employees being unable to return to work for significant periods of time due to personal illness or caring for sick family members. In addition, during a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including being closed by recommendation of public health officials. Other public health measures may include limiting or canceling social and public gatherings, stopping public transportation, requiring quarantines, etc. In addition, recovery from these situations may not be able to start immediately. It is important to ensure that core business activities can be maintained for several weeks or months with limited staff.

Each state agency will identify its mission critical\(^3\) operations and essential positions\(^4\) within its structure. Emergency staffing and backfill of existing positions will be of primary concern to provide essential and other services to the public. The Human Resources Pandemic Emergency Response Program Manual provides staffing strategies, tools, advice and directives agencies can utilize for preplanning purposes and should be followed in the event that the Governor of the State

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\(^{1}\) Essential functions are critical activities that must be performed by an organization throughout, or resumed rapidly after a disruption of normal activities.

\(^{2}\) A pandemic is a disease epidemic characterized by sustained human to human transmission causing community outbreaks in more than one World Health Organization regions.

\(^{3}\) Mission critical is any activity, device, service or system whose failure or disruption will cause a failure in business operations.

\(^{4}\) An essential position is a position that has been designated as critical because its responsibilities include non-deferrable services that must be performed despite an emergency.
of Florida proclaims a pandemic emergency for the state. It is intended to compliment an agency’s COOP and does not limit an agency’s authority to make operational decisions as to essential functions.

In the event of a pandemic, many human resource processes may be simplified and the administration of collective bargaining provisions narrowed, including the temporary suspension of certain collective bargaining agreement provisions, in order to meet staffing demands. Provisions concerning assignment of work, scheduling, notice requirements, etc. will likely be suspended or narrowed.

The following assumptions were made in drafting this manual:

- The provisions of sections 20.04(7)(b) and (c), and 20.22(3), Florida Statutes (F.S.); Chapter 110 (excluding sections 110.1227, 110.1228, 110.123-1239 and 110.161), F.S.; sections 112.011 - 112.046 (excluding section 112.042) and 112.24 F.S.; section 145.19, F.S.; sections 216.251(2)-(3) and 216.262, F.S.; sections within Chapter 447, F.S., and Chapter 60L of the Florida Administrative Code (F.A.C.) will be followed unless waived by the appropriate authority;
- The Governor has not waived statutes and rules dealing with personnel issues;
- Unions will be informed in advance, to the extent possible, of potential personnel administration changes; and
- Non-essential services may be staffed, to the extent possible, provided that essential services have been adequately staffed.

The provisions of this program manual confer no new privilege, right of appeal, right of position, transfer, demotion, promotion nor reinstatement for any State of Florida employee, contract worker, Other Personal Services (OPS) employee or volunteer. This program manual does not constitute an express or implied contract. It provides general guidance for the agencies to follow.
SECTION 1
COMMUNICATION AND CONSISTENT MESSAGING

Major recommended changes: None.

Major consideration: None.

Significant issue: Agencies will be responsible for educating their employees and ensuring that communications personnel are trained for emergency communications.

Preplanning: Agencies not only need to identify key internal and external stakeholders, but also the methods that will be used to communicate information. Lines of succession within the agency communications office will need to be considered to ensure uninterrupted communication.

One of the key elements in responding to any disaster, including a pandemic emergency, is effective and timely communication. Agencies will prepare their communication plans in coordination with the State Emergency Operations Center. Internal communication strategies should be developed in advance, before an emergency. Sound and thoughtful communications will be required before, during, and after an emergency. This section provides guidance on internal communication planning and strategies.

When communicating to their employees, agencies should coordinate closely with their agency communications and human resource officers, the Department of Management Services’ (DMS) Communications Office, DMS’ Division of State Human Resource Management (HRM), and the Governor’s Communications Director to ensure that statewide messages align.

A. Understanding the core values of communications – A fundamental goal of the state’s response to a pandemic emergency is to understand the core values of communications. These core values are to provide clear, consistent, candid communications to employees and agencies.

B. As agencies contemplate and develop communications, they should adhere to these guidelines:

1. Employees will need accurate and timely information that will provide guidance and ease anxiety. Agencies should develop communications and strategies that build and maintain trust.

2. Agencies should know their stakeholders and develop a communication strategy for each one. Information should be tailored for the intended audience.

3. Basic messages may change over the duration of the emergency. Agencies will need to develop a phased communication plan that can be partially or fully implemented as needed.

4. Agencies may need to counteract the circulation of conflicting information, misinformation, and rumors.
C. Assessing agency communications resources and needs – Before a potential pandemic emergency strikes, agencies shall assess their communications strengths and weaknesses.

1. Communication resources:

   a. Determine whether adequate human resources are available during all phases of a pandemic emergency. Remember, a pandemic emergency may last for several months. Agencies must ensure that they will have the staff available to implement a sustained communication plan. Agencies should prepare for resource contingencies by training extra staff for emergency communications responsibilities.

   b. Identify and communicate who will have the authority to communicate directly with employees.

   c. Identify and communicate who will have the authority to issue news releases or communicate with the media.

   d. Schedule crisis communication training for all employees who will have a communication role.

   e. Establish procedures that will ensure technology, such as networks and servers, are readily available, tested, and backed up. Ensure access to laptops, fax machines, and other hardware for appropriate personnel.

2. Communication needs:

   a. Develop and regularly review a pandemic emergency communication plan.

   b. Develop policies to implement the communication plan and to deploy resources during an emergency.

   c. Familiarize key management with available communication resources.

   d. Prepare basic templates and other communication materials in advance and update them during a pandemic emergency as needed.

   e. Monitor the effectiveness of communication messages, vehicles, and timing and refine them as necessary.

D. Educating your employees – Through early and ongoing communication, agencies can reassure their employees and assist in protecting their health.

1. Agencies should tell employees about the threat of a pandemic emergency and describe the steps they are taking to prepare for this emergency.

2. Agencies should communicate potential changes to personnel policies identified in this manual in response to a pandemic emergency and emphasize that these changes apply only to the emergency response, not to routine operations.
3. Agencies should communicate potential changes in the work environment in response to a pandemic emergency. Changes may include social distancing, increasing telework or suspending non-essential functions.

4. Agencies should recognize that a pandemic emergency may generate physical, social, and emotional challenges for employees. Morale building communication will be essential.

5. Agencies should distribute practical information on maintaining a healthy work environment. For example, the Florida Department of Health and the Centers for Disease Control provide materials that demonstrate the simple steps employees can take to protect themselves and their families. Materials are also available that illustrate good respiratory hygiene and describe the signs and symptoms of the flu. An informative website with numerous links on the subject is: http://www.flu.gov/index.html

► Information on Pandemic Planning for Individuals and Families is attached at the end of this manual.

E. Maintaining business continuity and efficient communications:

1. Identify and communicate the agency’s critical functions and the employees who can perform them. Build depth through cross-training. Build in the redundancy necessary to ensure that essential work will be done.

2. Ensure that approval authority (such as hiring or purchasing) is delegated to appropriate employees and that such authority is fully communicated.

3. Update employee phone lists and make sure management has access to up-to-date data.

4. Ask employees to update their emergency contact information.

5. Ask for feedback and plan for disability accessibility requirements that may be necessary due to a pandemic emergency. These requirements may include additional disability access services or translation/interpretation services as there are different types of services for deaf, blind and non-English speaking persons.

F. Identifying internal stakeholders – When developing a communication plan, agencies should identify their key internal stakeholders and the methods that will be used to communicate information. For most agencies, these stakeholders will include:

1. Employees. As detailed earlier in this section, agencies must establish on-going and frequent communication with employees. Plan to implement two or more communication methods which may include Internet and Intranet websites, central telephone number with pre-recorded information, central telephone number staffed by informed communications personnel, emails or hard copy (print) materials.

2. Agency management. Agencies will need to communicate business continuity issues and changes to policies and procedures. Again, plan to implement two or more communication vehicles to ensure the messages are received.
3. State managers. In addition to the “business as usual” communication required, agencies may need to provide the Governor’s Office or other agencies with a record of decisions made during a pandemic emergency and other information such as employee absence rates.

G. Identifying external stakeholders – When developing a communication plan, agencies should identify their key external stakeholders and the methods that will be used to communicate information. For most agencies, these stakeholders will include:

1. State/DMS labor relations staff. Agencies should work with the DMS collective bargaining representatives to establish on-going and frequent communications with the labor representatives. Plan to implement two or more communication methods which may include a website, central telephone number with pre-recorded information, central telephone number staffed by informed communications personnel, emails or hard copy (print) materials.

2. The public. Agencies will need to communicate business continuity issues and changes to policies and procedures. Again, plan to implement two or more communications vehicles to ensure the messages are received.

3. Business partners and vendors. Agencies will need to communicate business continuity issues and changes to policies and procedures. Again, plan to implement two or more communications vehicles to ensure the messages are received.
SECTION 2
FIRST RESPONDERS

Major recommended changes: None.

Major consideration: None.

Significant issue: Employees performing essential functions must report to work or telework.

Preplanning: (1) Staff should be informed of expectations regarding designation as first responders or performing essential functions; (2) Employees should have a family care plan in place; (3) Employees performing essential functions may have to telework to perform duties and should be equipped in advance to do so.

If a pandemic should occur, staff should be informed of expectations, depending upon their department designation as first responders (employees who are responsible for the health, safety, and welfare of others) or employees performing essential functions and non-essential functions. Those employees required to report to work, including first responders and essential function staff, should only do so if they are well. When a sick employee's condition improves so that he/she no longer poses a health hazard to fellow employees, the employee shall return to work. Agency guidelines should address how management will notify employees of the circumstances under which and the manner in which they are expected to return to work.

A. First Responders must report to work regardless of the type of emergency.
   1. All first responders should have a family care plan in place.

B. Employees performing essential functions should make every effort to report to work.
   1. All employees performing essential functions should have a family care plan in place.

   2. If dependent child and elder care coverage becomes impossible, arrangements should be made in advance with the supervisor to telework, if appropriate and feasible. Limited dependent care while teleworking may be allowed during a pandemic provided the care does not impact the ability of the employee to accomplish assigned tasks. Otherwise, employees performing essential functions may request approval to use accrued annual leave, accrued compensatory time, holiday leave, or leave without pay to care for family members requiring supervision. **Sick leave may not be used by healthy parents who are staying home to take care of healthy children or other healthy dependents due to lack of day care arrangements.**

C. Employees performing non-essential functions should make every effort to report to work.

   1. All employees performing non-essential functions should have a family care plan in place.

   2. If child and dependent care coverage becomes impossible, employees performing non-essential functions may request approval to use accrued annual leave, accrued compensatory time, personal holiday or leave without pay. **Sick leave may not be used by healthy parents who are staying home to take care of healthy children or other healthy dependents due to lack of day care arrangements.**
SECTION 3
ESSENTIAL FUNCTIONS, LINES OF SUCCESSION, AND DELEGATION OF AUTHORITY

Major recommended changes: Management lines of succession will be expanded. A pandemic could affect the absenteeism rates of more management staff than in other emergencies. This absenteeism rate would mean that the lines of succession would need to be enhanced. Payroll and human resource management are essential functions, and lines of succession must be pre-determined with advanced cross-training required.

Major consideration: Multiple lines of succession may be required. As public servants, State of Florida employees may be required to serve in a capacity different from their regular positions, if able.

Significant issue: Cross-training of the payroll and human resources functions will require additional resources and time.

Pre-planning: Agencies must predetermine essential functions and non-essential functions, provide for access to information, and cross-train for the payroll and human resources function.

The following section provides guidance to assist all agencies, divisions and work units to develop plans for identifying essential functions, lines of management succession and delegation of authority in the event of a pandemic emergency.

A. Agencies shall identify the conditions that require the COOP to be activated. For example, the Governor could proclaim a state of emergency, or, the Surgeon General and Secretary of the Florida Department of Health could declare a public health emergency.

B. Agencies shall predetermine essential functions and non-essential functions including critical times of the year when certain functions must be performed. The discharge of certain essential work may be specific to the season, year or month or may be dependent on other factors directly affecting the function.

1. Agencies shall predetermine personnel who perform essential functions and non-essential functions and the minimum number of staff necessary to perform the functions.

2. Agencies shall identify functions that may be suspended while personnel are assigned to more critical roles. Agencies should identify the time period that the function can be suspended and the functions that may be done on a less frequent basis than would occur under normal conditions.

3. Agencies should identify backup or alternate personnel who have the skills and abilities to perform other functions. Such personnel may be:

   a. Employees in the same classification series as those who normally perform the function;

   b. Employees who have previously performed the work and are currently employed elsewhere within the agency; and/or

   c. Employees who can be trained either in advance of the need or on-the-job when the need arises.
4. Agencies should identify other personnel who may be available to perform the essential functions. Such personnel may include retired employees, former employees, OPS employees, and contract workers.

5. Each agency shall designate the payroll function as an essential function and shall have a plan of succession and cross-training for the payroll function.

6. The state’s contracted vendor for the automated human resource information system (People First) shall predetermine the payroll function as an essential function and shall have a plan of succession and cross-training for the payroll function.

7. The Department of Financial Services’ Bureau of State Payrolls shall predetermine the payroll function as an essential function and shall have a plan of succession and cross-training for the payroll function.

8. Each agency shall predetermine the human resource management function as an essential function and shall have a plan of succession and cross-training for the human resource management function.

C. Agencies, divisions, bureaus and work units shall establish a management line of succession plan. A line of succession provides a list of predetermined alternates for key leadership positions in each organizational unit.

1. A succession plan should be established by each agency. The personnel identified for the line of succession should know the operations of the work unit; have the confidence of the principal to act in his or her absence; clearly understand the scope of the powers and duties delegated to him or her; and clearly understand the constraints, if any, of the powers and authorities she or he will be delegated.

2. The succession plan should clearly identify the names of designated personnel and their regular titles and how they can be contacted. (Consider having the principal’s phone, work cell-phone, pager, and email forwarded to the person who assumes the powers and duties of the principal in his/her absence.)

3. The names and order of succession of designated personnel shall be communicated to the employees within the organizational unit.

4. The plan should clearly set forth the powers and duties that will be performed and by whom. The agencies shall predetermine the individuals who will have the delegated authority to make decisions and communicate this to the employees within the organizational unit.

5. If all of the personnel identified for the line of succession are unavailable (which may be the case in small work units where there is a limited number of leadership personnel), the agency should provide for alternate lines of succession that identify other personnel who can assume the powers and duties outside of the work unit. The lines of succession plan should be updated whenever a pertinent staff change occurs.

6. Agencies should determine if those in the line of succession need to be cross-trained in advance and provide such training as needed. Advance cross-training for essential functions, such as the payroll function, is imperative. The agency may provide resources which may be accessed to train employees to perform other functions (video tapes, outside trainers, procedures manuals, teleconferencing, consultants, etc.).
7. Agencies should construct a method by which those in the line of succession will have access to information and needed items (e.g. computer passwords, calendars for employee approved time off, office keys, file cabinet keys, etc.) should they take over leadership responsibilities.

8. Succession plans shall be documented by organizational units and forwarded to the agency’s executive management, communications office, human resource officer, and emergency management representative/coordinator.
SECTION 4
COMPENSATION

SECTION 4-A
PAY – EMERGENCY ADMINISTRATION

Major recommended changes: Procedural. A pandemic could affect the absenteeism rates of staff. Payroll and human resources are essential functions and lines of succession should be determined in advance by each agency with cross-training of essential functions required.

Major considerations: Uninterrupted payroll.

Significant issue: Cross-training of payroll and human resource functions will require additional resources and time.

Preplanning: (1) Designate critical employees and provide contact information for DMS’ Division of State Human Resource Management (HRM), the Department of Financial Services’ Bureau of State Payrolls, People First and the Division of Retirement. (2) Cross-train payroll function. (3) Predetermine the contract language needed with the contracted vendor for the state’s automated human resource information system (People First) to include necessary steps to ensure the payroll function is maintained and operational in the event of pandemic.

Employees in established positions of the state will be paid by exception. All other types of employees and employees eligible for additional forms of compensation must submit a timesheet in order to be paid. Additionally, included employees (eligible for overtime pay) shall be compensated on the next available payroll at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours during the workweek or in excess of regularly scheduled hours in an extended work period, in accordance with the Fair Labor Standards Act.

The State of Florida, through the combined efforts of HRM, the Department of Financial Services’ Bureau of State Payrolls and the contracted vendor for the State’s automated human resource information system (People First) will ensure that payroll functions are operational.

The following section provides guidance to assist all agencies, divisions, and work units to develop plans for identifying essential functions and lines of succession in the event of a pandemic emergency.

A. Each agency shall predetermine the essential functions and non-essential functions; including critical times of the year where certain functions must be performed. The discharge of certain essential work may be specific to the season, year or month or may be dependent on other factors directly affecting the function.

B. Each agency shall predetermine that payroll and human resource functions are essential and shall have a succession and cross-training plan for these functions.

C. The Department of Financial Services’ Bureau of State Payrolls, the Division of State Group Insurance (DSGI), and People First should predetermine payroll as an essential function and have a contingency plan for succession and cross-training for this function.

D. The Division of Retirement should predetermine retiree payroll as an essential function and have a contingency plan for succession and cross-training for this function.
### SECTION 4
**COMPENSATION**

### SECTION 4-B
**PAY ADDITIVES**

**Major recommend changes:** Procedural. An expedited process, including email notification, may be used to document the assignment of pay additives.

**Major consideration:** None.

**Significant issue:** Statutes, rules and collective bargaining agreement provisions regarding additives may be suspended or narrowed during a pandemic.

**Preplanning:** Agencies should identify areas where pre-approval of pay additives may occur.

Pay additives will be administered in accordance with the provisions of statute, rules and collective bargaining agreements unless such provisions are suspended by executive order during a pandemic.

For Career Service employees, pay additives include:

- Shift Differentials
- On-Call
- Hazardous Duties
- Lead Worker Duties
- Temporary Special Duties-General
- Temporary Special Duties-Absent Coworker
- Trainer Duties
- Critical Market Pay
- Competitive Area Differentials
- Other additives as authorized by the Legislature

The employee’s supervisor may request a pay additive via email or memorandum only for the duration of the proclaimed emergency. The appropriate approving authority must review the request for approval.

An employing agency shall advise DMS’ Division of State Human Resource Management, the Executive Office of the Governor, and the Legislature in writing of the plan for implementing pay additives prior to the effective date. Therefore, all requests to establish a pay additive must be submitted for review and approval 14 days prior to implementation.

When granted authority in section 8 of the current Fiscal Year General Appropriations Act (GAA), contingent upon the availability of funds and at the Agency Head’s discretion, each agency is authorized to grant a temporary special duties pay additive, not to exceed the amount authorized by the GAA, to the employee’s base rate of pay, for each employee temporarily deployed to a facility or area closed due to emergency conditions from another area of the state that is not closed.
SECTION 4
COMPENSATION

SECTION 4-C
SELECTED EXEMPT SERVICE EXTRAORDINARY PAYMENT PLAN

Major recommend changes: None.

Major consideration: None.

Significant issue: Agencies will be responsible for following the notification requirements provided in Rule 60L-32.0071, F.A.C.

Preplanning: Agencies should ensure they have an approved Selected Exempt Service Extraordinary Payment Plan on file with DMS’ Division of State Human Resource Management (HRM) in accordance with Rule 60L-32.0071, F.A.C.

In order to compensate excluded Selected Exempt Service (SES) employees under this section, the agency must have an approved plan on file with HRM. In accordance with Rule 60L-32.0071, F.A.C., to be eligible for compensation, the SES employees must occupy positions below the Bureau Chief or comparable level and have been directed to work in excess of the employee’s contracted hours in the regular work period during an unforeseen extraordinary event.

The plan must be activated in writing by the agency head or designee and must document how the unforeseen event or occurrence impacts recipients of agency mission critical services (the limited set of agency-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities) to justify plan activation. The Executive Office of the Governor, the President of the Senate, the Speaker of the House, and the Secretary of the Department of Management Services must be immediately notified of each activation or activation extension by being provided a copy of the activation or extension letter and the documentation detailing the reasons for the activation or extension.

Additionally, the agency must instruct eligible employees to charge their excess hours worked during emergencies to hours type 1017 – WORK-SES EXTRAORDINARY PAY on the electronic timesheet. If emergency conditions have impacted payroll processing, agencies will process payments as instructed by the Chief Financial Officer and/or the People First team.

The template on the next page outlines the requirements for the payment plan.
Purpose
This document serves as the (Insert agency name) payment plan for compensating excluded Selected Exempt Service (SES) employees below the bureau chief or bureau chief comparable level who are directed to work extraordinary hours due to an unforeseen event or extraordinary occurrence in order to provide agency mission critical services.

Authority
Rule 60L-32.0071, Florida Administrative Code, provides that the Department of Management Services may approve a fiscally sound agency-wide plan for the payment of extraordinary compensation to excluded SES employees below the bureau chief or bureau chief comparable level.

Eligibility
Excluded SES employees below the bureau chief or bureau chief comparable level who are directed to work extraordinary hours in order to provide mission critical services in response to an extraordinary event or occurrence are eligible for extraordinary compensation when:
- The extraordinary hours worked are in excess of the biweekly/monthly contracted work period hours; and
- The extraordinary hours worked are within the designated plan activation period and are worked in connection with the extraordinary event. Hours worked during an employee's regular work schedule are not extraordinary.

Plan Activation
Upon a determination of necessity, the plan must be activated in writing by the agency head or designee, specifying the beginning and ending dates of the activation period, and must document how the unforeseen event or extraordinary occurrence impacts recipients of agency mission critical services. The Executive Office of the Governor, the President of the Senate, the Speaker of the House, and the Department of Management Services must be immediately notified of each activation or activation extension by being provided a copy of the activation or extension documentation including the reasons for the activation or extension. (Insert agency specific criteria, if needed.)

Conditions for Payment
- Payments must be made at the employee's straight time hourly rate of pay on an hour-for-hour basis for hours worked in accordance with the eligibility requirements noted above. This payment applies to full-time and part-time employees.
- Payments must be made on a biweekly/monthly basis using the hours type 1017 – WORK-SES EXTRAORDINARY PAY on the electronic People First timesheet.
- All plan activations and payments must be accomplished within available budget, and a record must be maintained of all hours worked and payments made in conjunction with each plan activation.

Approved by the Insert agency name:

_________________________________________  __________________
Agency Head or designee  Date

Approved by the Department of Management Services:

_________________________________________  __________________
Director of State Human Resource Management  Date

Rev. 3/24/17
### SECTION 4
COMPENSATION

### SECTION 4-D
CAREER SERVICE REGULAR COMPENSATORY LEAVE PAYMENT PLAN

<table>
<thead>
<tr>
<th><strong>Major recommended changes:</strong></th>
<th>None.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major considerations:</strong></td>
<td>None.</td>
</tr>
<tr>
<td><strong>Significant issue:</strong></td>
<td>The payment intervals established by each agency may be impacted if emergency conditions alter normal payroll processes.</td>
</tr>
<tr>
<td><strong>Preplanning:</strong></td>
<td>Agencies should ensure that their plans are up to date and approved by DMS’ Division of State Human Resource Management (HRM) prior to any declared emergency.</td>
</tr>
</tbody>
</table>

Payments for Regular Compensatory leave credits accrued under the terms of an approved Career Service Regular Compensatory Leave Payment Plan will be administered in accordance with Rule 60L-34.0043(5), F.A.C., unless provisions of statute, rules, and collective bargaining agreements are suspended during a pandemic emergency.

For excluded (excluded from the Fair Labor Standards Act) Career Service employees who accrue Regular Compensatory leave credits under the terms of their respective agency plan, payments will be processed on the next available payroll, unless normal payroll processes are suspended and an alternative payment schedule is adopted.

Payment on the next available payroll will normally occur if the agency has instructed eligible employees to charge their excess hours used for emergency work to hours type 1016 – WORK-CS EXTRAORDINARY PAY on the electronic timesheet. If emergency conditions have impacted payroll processing, agencies will process payments as instructed by the Chief Financial Officer and/or the People First team.

The template on the next page outlines the requirements for the payment plan.
Career Service Regular Compensatory Leave Payment Plan

Purpose
This document serves as the **(Insert agency name)** payment plan (in lieu of crediting regular compensatory leave) for compensating excluded Career Service employees who are directed to work extraordinary hours due to an unforeseen event or extraordinary occurrence in order to provide agency mission critical services.

Authority
Rule 60L-34.0043(5), Florida Administrative Code, provides that the Department of Management Services may approve a fiscally sound agency-wide plan for the payment on an hour-for-hour basis of unused regular compensatory leave credits in lieu of accruing non-payable regular compensatory leave credits for the extraordinary hours worked.

Eligibility
Excluded Career Service employees who are directed to work extraordinary hours in order to provide mission critical services in response to an extraordinary event or occurrence are eligible for payment in lieu of accruing regular compensatory leave credits when:

- The extraordinary hours worked are in excess of the **biweekly/monthly** contracted work period hours; and
- The extraordinary hours worked are within the designated plan activation period and are worked in connection with the extraordinary event. Hours worked during an employee’s regular work schedule are not extraordinary.

Plan Activation
Upon a determination of necessity, the plan must be activated in writing by the agency head or designee, specifying the beginning and ending dates of the activation period, and must document how the unforeseen event or extraordinary occurrence impacts recipients of agency mission critical services. The activation period may be extended as directed by the agency head or designee. *(Insert agency specific criteria, if needed)*

Conditions for Payment
- Payments must be made at the employee's straight time hourly rate of pay on an hour-for-hour basis for regular compensatory leave credits earned in accordance with the eligibility requirements noted above. This payment applies to full-time and part-time employees.
- Payments must be made on a **biweekly/monthly** basis using the hours type 1016 – WORK-CS EXTRAORDINARY PAY on the electronic People First timesheet.
- All plan activations and payments must be accomplished within available budget, and a record must be maintained of all hours worked and payments made in conjunction with each plan activation.

Approved by the **Insert agency name**: 

___________________________________  __________________
Agency Head or designee  Date

Approved by the Department of Management Services:

___________________________________  __________________
Director of State Human Resource Management  Date

Rev. 3/24/17
SECTION 4
COMPENSATION

SECTION 4-E
COLLECTIVE BARGAINING UNIT DISASTER PAY PROVISIONS

**Major recommended changes:** Procedural. An expedited process, including email notification, may be used to document assignment of pay additives.

**Major considerations:** None.

**Significant issue:** Statutes, rules, and collective bargaining agreement provisions regarding additives may be suspended or narrowed during a pandemic.

**Preplanning:** Agencies should identify areas where pre-approval of pay additives may occur.

When a facility has been closed by an executive order due to emergency conditions, employees covered by a union contract with the State of Florida shall be compensated in accordance with any applicable collective bargaining agreements or memorandums of understanding provisions related to disaster pay unless otherwise provided for in the executive order. When granted authority in section 8 of the current Fiscal Year GAA, and contingent upon the availability of funds, each agency, at the agency head’s discretion, is authorized to grant a temporary special duties pay additive, not to exceed the amount authorized by the GAA, to the employee’s base rate of pay, for each employee temporarily deployed to a facility or area closed due to emergency conditions from another area of the state that is not closed.
SECTION 5
INSURANCE BENEFITS – EMERGENCY ADMINISTRATION

Major recommended changes: Procedural. A pandemic could affect the absenteeism rates of staff. Employees, retirees, and their dependents must have uninterrupted insurance coverage in order to have access to physicians, prescription drugs, hospitals, and any other medical services. Human Resource Management is an essential function in this process and cross-training should be provided as required.

Major considerations: Uninterrupted insurance coverage.

Significant issue: Cross-training of the human resource benefits functions.

Preplanning: (1) Agencies should predetermine critical employees and provide contact information to DMS’ Division of State Human Resource Management (HRM), Division of State Group Insurance (DSGI), the Division of Retirement, and People First. (2) Cross-train human resource benefits function.

Health, life insurance, and retiree benefits will be administered as usual.

As a result, the State of Florida, through the combined efforts of HRM, DSGI, the Division of Retirement and the contracted vendor for the state’s human resource information system (People First) will ensure that the state group insurance coverage of employees and retirees is preserved.

The following section provides guidance and direction to assist all departments, divisions, and work units to develop plans for identifying essential functions and lines of succession in the event of a pandemic emergency.

A. Each agency shall identify the conditions that activate the plan.

B. Each agency shall predetermine the essential functions and non-essential functions including critical times of year when certain functions must be performed (the discharge of certain essential work may be specific to the season, year or month or may be dependent on other factors directly affecting the function).

C. People First shall predetermine the insurance benefit function as essential and shall have a succession and cross-training plan for this function. Each agency will determine the employees who are trained to perform the insurance benefit function. In addition, each agency will have determined the employee(s) trained to serve in a liaison role with DSGI and People First on state group insurance matters.

D. The Department of Financial Services’ Bureau of State Payrolls, DSGI, the Division of Retirement, and People First should predetermine payroll as an essential function and should have a succession and cross-training plan for this function.
### SECTION 6
### TELEWORK

**Major recommended changes:** Policy and procedure. Employees should be able to provide limited child care or elder care while teleworking.

**Major consideration:** None.

**Significant issue:** Notification periods in collective bargaining agreements may be suspended when required to implement flexible work schedules for teleworkers. The executive order will need to specifically waive section 110.171(6), F.S., that requires notice periods when employees are required to telework.

**Preplanning:** Teleworkers and associated technological needs must be identified and equipped as soon as possible.

Telework is defined in section 110.171(1)(c), F.S., as “A work arrangement that allows a state employee to conduct all or some of his or her work away from the official worksite during all or a portion of the state employee’s established work hours on a regular basis.”

Telework is not appropriate for all employees and no employee is entitled to or guaranteed the opportunity to telework. Section 110.171(6), F.S., provides that agencies that require certain employees to telework as a part of normal business operations denote such requirement and associated terms and conditions on the position description; provide a written notice within a specified time period to affected employees of any attempt to impose or remove a requirement to telework, or revise the terms and conditions of the telework arrangement. However, this provision will need to be waived in the executive order since telework is also a way to support social distancing (limiting the number of persons concentrated in the workplace) or other pandemic response goals and may be used as necessary to respond to a pandemic emergency.

A. Potential teleworkers should be identified by the agency as soon as possible to make the necessary technological arrangements.

1. The agency should consider a broader use of “telework” than they would under normal operations or other types of emergencies to accomplish social distancing for a pandemic emergency.

2. The agency should determine the essential functions that may be accomplished remotely and whether the person performing these functions needs access to all systems and applications or only email and/or voice communications.

3. Agencies should identify employees in positions that provide essential functions and determine their ability to telework and their current technical capacities (i.e. whether they already have a Virtual Private Network – VPN account). As part of their plans, agencies should provide a VPN account before a potential pandemic emergency to employees who perform essential functions and require access to systems and applications.

4. Flexible work schedules are another consideration for those authorized to telework. These schedules may reduce peak demands on information technology systems.
5. Employees authorized for telework may be allowed to engage in limited dependent child care or elder care during a pandemic emergency if providing care does not impact the ability of the employee to accomplish assigned tasks.

6. Agencies may consider having a laptop computer pre-loaded with the VPN software. Employees who do not already have the necessary equipment to telework may check out laptops on an emergency basis. Equipment is limited and employees should not expect to be provided a laptop.

B. When feasible, employees will initiate a telework arrangement by submitting a written Telework Agreement form to their immediate supervisor. In other instances, telework arrangements may be requested, communicated, assigned and/or processed via email or telephone.

C. Below are other ways to telework:

1. Internet – employees may be able to access their email accounts and public folders from any computer with internet access. However, some employees may not be able to access other systems or applications.

2. Virtual Private Network (VPN) – two or more computer systems typically connected to a private network (a network built and maintained by an organization solely for its own use) with limited public-network access, which communicates “securely” over a public network. Employees should contact their agency’s information technology office to request this service.

3. Teleconferencing – allows for audio meetings to be held with multiple attendees at different sites. This can be a subscription service where individuals call into a toll-free number and enter a password for the connection to others calling into the same meeting. Agencies should consider setting up accounts in advance for the teleconferencing service by contacting the Department of Management Services’ Division of Telecommunications (DIVTEL).
SECTION 7
CONTINGENT WORKFORCE

Major recommended changes: Policy and procedural.

Major consideration: Hiring a contingent worker must still be documented.

Significant issue: Work jurisdiction provisions of collective bargaining agreements may be suspended. Agencies may need to utilize the services of employees outside of the bargaining unit’s jurisdiction to perform work and will need to consult with Labor Relations if this becomes an issue.

Preplanning: Agencies must plan and identify positions which may be needed during an emergency so that they may more quickly staff their work units.

State of Florida contingent workers fall into one of three general categories as follows:

A. Contract Worker – an individual who is the employee of a vendor authorized to provide these resources. Contract workers receive compensation and benefits as provided by the vendor. Monitoring contract workers is a joint responsibility of the agency and the vendor.

B. Other Personal Services (OPS) – temporary employment of an individual. Agencies may immediately hire OPS to assist as necessary. OPS employees are only eligible for state employee benefits where specifically provided by law [section 110.131, F.S. and Rule 60L-33.005, F.A.C.].

C. Volunteers – any person who provides services to any state department or agency for no monetary or material compensation as defined in section 110.501, F.S. Part IV, Volunteers, of the Florida Statutes and Rule 60L-33.006, F.A.C., provide the governing authority for use of volunteers.

1. Volunteers shall not be subject to any provisions of law relating to state employment, collective bargaining agreement or to any laws relating to hours of work, rates of compensation, leave time, and employee benefits, except those consistent with section 110.504, F.S. However, all volunteers shall comply with applicable agency rules.

2. Volunteers may be reimbursed for expenses incurred in accordance with section 110.502(3), F.S.

3. A state employee whose primary employment consists of duties and responsibilities similar to those associated with the volunteer activities may not be considered for volunteer work if such work would require payment for overtime in accordance with the Fair Labor Standards Act. Individuals may not volunteer to perform services for which they are normally compensated as an employee of the state.

4. Volunteers shall be covered by state liability protection in accordance with section 768.28, F.S.

5. Volunteers are covered by workers’ compensation in accordance with Chapter 440, F.S.
### SECTION 8
LABOR RELATIONS – EMERGENCY ADMINISTRATION

<table>
<thead>
<tr>
<th>Major recommended changes:</th>
<th>Policy. Suspension of certain collective bargaining agreement provisions, notably those that concern scheduling, notification procedures and assignment of work, may occur.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major consideration:</td>
<td>Suspension of provisions is limited to the duration of the emergency.</td>
</tr>
<tr>
<td>Significant issue:</td>
<td>Pre-planning with unions should be addressed.</td>
</tr>
<tr>
<td>Preplanning:</td>
<td>Suspension of certain collective bargaining agreement provisions must be carefully analyzed and communicated to employees and union representatives prior to and during an emergency. The state’s Chief Labor Negotiator or his designee will provide written notification of the suspension of specific collective bargaining agreement provisions to the applicable union(s) as necessary.</td>
</tr>
</tbody>
</table>

In the event that a pandemic emergency is proclaimed by the Governor of the State of Florida, it may be necessary to suspend certain collective bargaining agreement provisions in order to staff and administer the functions of an agency, division and/or work unit.

Provisions suspended may include, but are not limited to, those which deal with:

- Scheduling
- Notification procedures
- Assignment of work

To the extent possible, compensation provisions will not be suspended, but may be streamlined in order to administer payroll in a timely manner.

The following guidelines are to be followed when administering collective bargaining agreements in the event an emergency is proclaimed:

A. Guiding Principles:

1. Should a pandemic emergency be proclaimed in Florida, emergency administration of collective bargaining agreements may be invoked when:

   a. The Governor of the State of Florida has proclaimed a temporary emergency;
   b. The emergency threatens to impair state operations;
   c. The need to address the emergency results in an unavoidable suspension of certain collective bargaining agreement provisions;
   d. Suspension of collective bargaining agreement provisions is limited to those that are directly related to providing services during an emergency; and
   e. Suspension of collective bargaining agreement provisions is limited to the duration of the pandemic emergency.

2. The provisions of the respective collective bargaining agreement that are temporarily suspended due to the emergency are to be those that:

   a. Ensure that functions of the unit can be staffed safely and efficiently;
b. Have the least disruptive effect on bargaining unit employees; and
   c. Have the least disruptive effect on non-bargaining unit employees.

3. Managers and supervisors are to follow the provisions of collective bargaining agreements to the extent possible, without causing hardship in administering a work unit during the emergency.

4. Managers and supervisors should provide as much notice as possible to Union Representatives and employees, of a change affecting employees.

5. In the event that an emergency is proclaimed, managers and supervisors should coordinate with the DMS Labor Relations Staff who will be available to assist in using these guidelines.

   ► A list of the DMS Labor Relations staff and their phone numbers is provided at the end of this section.

B. Communication:

   Communicate to Union Representatives and employees that certain provisions of their respective collective bargaining agreement have been suspended. For instance, the pandemic emergency may result in high absenteeism rates resulting in the loss of the necessary number of employees to perform the identified functions of the work unit. The employee absentee rate may be high enough that agencies must use employees outside of the bargaining unit to perform the functions of the work unit.

Some other examples are:

   1. Previously approved annual leave, compensatory time, leave of absences (other than for sick or family leave purposes) may be rescinded with minimal notice.
   2. Employees may be required to report for work with minimal notice.
   3. Employees’ work schedules and/or hours of work may change with minimal notice.
   4. Employees may be required to telework with minimal notice.
   5. Employees may be assigned overtime with minimal notice.
   6. Employees may be assigned special duties with minimal notice.
   7. Employees may be assigned to other work units with minimal notice.

C. Pay:

   Compensation will be paid in accordance with the respective collective bargaining agreements or personnel policies, as appropriate, for all work performed.

D. Contract Negotiations and Administration:

   During the period of the emergency, the State may temporarily suspend collective bargaining negotiations and grievance processing.

   Agency labor relations staff should contact the DMS Labor Relations Staff member for their respective collective bargaining agreement if they have questions or concerns about these guidelines or how they are being applied.
LABOR RELATIONS CONTACTS

State of Florida Chief Labor Negotiator: Allen, Norton & Blue, P.A. - (850) 561-3503
  Michael Mattimore, Esq.

Department of Management Services’ Labor Relations Staff:

  Angela Kay, Chief, Bureau of State Workforce Labor Relations – Direct (850) 488-8176
  angela.kay@dms.myflorida.com

  Karen Chi, HR Consultant - Direct (850) 487-9460
  karen.chi@dms.myflorida.com
  • The Florida Police Benevolent Association (PBA)
    – Florida Highway Patrol Unit
    – Law Enforcement Unit
    – Special Agent Unit
    – Security Services Unit
  • The Florida Nurses Association (FNA)
    – Professional Health Care Unit

  Marilyn Cain, HR Consultant - Direct (850) 487-9464
  marilyn.cain@dms.myflorida.com
  • The American Federation of State, County, and Municipal Employees (AFSCME)
    – Human Services, Operational Services, Professional, and Administrative and Clerical Units
  • The Federation of Physicians and Dentists (FPD)
    – SES Physicians Unit
    – SES Supervisory Non-Professional Unit
    – SES Attorneys Unit
  • The Florida State Fire Service Association (FSFSA)
    – Fire Service Unit
### SECTION 9
ATTENDANCE AND LEAVE

### SECTION 9–A
FLEXIBLE WORK SCHEDULES

**Major recommended changes:** Policy and procedural. An email, memo, or fax may be used to request or document the assigned work schedule modification; no written explanation is required if a requested schedule is denied; and normal and flexible schedules may be changed with 24 hours’ notice or less.

**Major consideration:** Overtime is probable and should be expected.

**Significant issue:** Notification periods in collective bargaining agreements may be suspended.

**Pre-planning:** Agencies need to review their normal business hours and work schedules to determine if they can be modified and staffed with personnel on flexible work schedules.

The administration of normal and flexible work schedules may be modified during a proclaimed pandemic emergency to enhance social distancing, business continuity, or other pandemic response goals as follows:

In addition to full-time and part-time employees in established positions, OPS employees may work flexible schedules.

A. Agencies shall review their normal business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other pandemic response goals during an emergency.

B. Agencies will identify essential functions and non-essential functions that may be staffed with personnel on flexible work schedules.

C. If feasible, supervisors should first ask for employees to volunteer to work hours other than their normal schedule. If certain work schedules cannot be staffed in this manner, agency management may direct staff to work the schedules necessary.

D. Supervisors may change regular work schedules subject to a 24-hour notice, when possible, upon the proclamation of a pandemic emergency. If less than a 24-hour notice is necessary, agency management may make such changes.

E. Flexible work schedules may be changed by a supervisor subject to a 24-hour notice, when possible, upon the declaration of a pandemic emergency. If less than a 24-hour notice is necessary, agency management may make such changes.

F. Agencies are encouraged to work with staff to minimize the impact of decisions affecting schedule changes. Overtime is probable and should be expected.
G. Flexible work schedules may be requested, communicated, assigned and/or processed via email, fax, or telephone. Approved schedules shall also be formally documented within one week of the start of a flexible work schedule, or as soon as possible thereafter. A supervisor may document the change via email, memorandum, fax or Request for Flexible Work Hours form.

► A sample email, memorandum or fax to assign flexible work schedules is provided at the end of this section.

► If the People First system is operational, the usual process for online requests should be followed.

H. If an employee makes a request for a flexible work schedule and the request is denied, no written explanation of why the request has been denied is required during the proclaimed emergency.

I. When appropriate, management may assign an employee back to the employee’s regular work schedule.

1. If an employee is assigned back to his or her regular schedule during a pandemic emergency, the assignment is subject to a 24-hour notice when possible; if less than a 24-hour notice is necessary, agency management may make such changes as necessary.

2. If an employee is assigned back to his or her regular schedule after the pandemic emergency is declared over, the assignment is subject to notification periods contained in applicable collective bargaining agreements.
Sample Assignment to Flexible Schedule via Email, Memo, or Fax

From: Appointing Authority  
Sent: Date  
To: [Employee’s Name]  
Subject: Flexible Work Schedule During Pandemic Emergency

Please be advised that effective (date) and continuing approximately (date), I am assigning you to a flexible work schedule on the following days and times:

<table>
<thead>
<tr>
<th>Work Schedule (Two Week Period)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week One</strong></td>
</tr>
<tr>
<td><strong>FRI</strong></td>
</tr>
<tr>
<td>START TIME</td>
</tr>
<tr>
<td>STOP TIME</td>
</tr>
<tr>
<td>LENGTH OF LUNCH BREAK</td>
</tr>
<tr>
<td><strong>Week Two</strong></td>
</tr>
<tr>
<td><strong>FRI</strong></td>
</tr>
<tr>
<td>START TIME</td>
</tr>
<tr>
<td>STOP TIME</td>
</tr>
<tr>
<td>LENGTH OF LUNCH BREAK</td>
</tr>
<tr>
<td>TOTAL HOURS WORKED</td>
</tr>
</tbody>
</table>

Your meal break is from ________ a.m./p.m. to ________a.m./p.m. (circle a.m. or p.m.) each workday.

(For overtime eligible employees: you may also be required to work overtime.)

Thank you for your assistance during this difficult time.

cc. Division Director  
   Human Resource Office  
   Agency Payroll Staff
Major recommended changes: To the extent authorized by the executive order, there will be no requirement that an employee must actually have a request for annual leave denied before carryover of unused annual leave beyond the 240-hour or 360-hour cap is approved.

Major consideration: Managers and supervisors already have this right and should utilize it when necessary.

Significant issue: None.

Preplanning: Managers and supervisors should keep an updated calendar of all approved time off and provide access of that calendar to those in their line of succession.

Employees who have accrued annual or compensatory leave credits have a right to use it within a reasonable time of their request in accordance with rules and applicable collective bargaining agreements; however this may not be the case in the event of a pandemic emergency, if an employee’s absence would disrupt the State’s business operations. Therefore, if the pandemic emergency causes significant staffing shortages, previously approved annual leave and compensatory time off may be rescinded to provide staffing coverage for state services. The authority to rescind previously approved annual leave and compensatory leave currently exists as a management right in the event of business need.

Supervisors, managers, and directors should note the following:

A. Managers and supervisors should keep an updated calendar or list of all approved leave requests and provide access to that calendar or list to those in their line of succession.

B. Annual leave and/or compensatory leave requests should only be rescinded if the supervisor is unable to adequately staff a work unit or project.

C. Annual and/or compensatory time off should be rescinded as soon as the supervisor believes that a potential staffing shortage will require the employee to report to work.

D. Prior to rescinding previously approved annual leave or compensatory time off, the supervisor should attempt to staff the unit or project through other available means (i.e., seek available staff to volunteer for the work or staff with other available employees or hire OPS employees).

E. Rescinding an employee’s leave which is already in progress shall be reasonably based upon the employee’s ability to report to work. For example, it would be reasonable to require that an employee who is on annual leave at home report to work with as much notice as possible, but it may be unreasonable to require that an employee who is on annual leave out of the country, state or city to report to work.
F. When rescinding annual leave and/or compensatory time off, the supervisor shall have actual contact with the employee to ensure that the employee receives the directive to report to duty. Rescinding leave should be followed up in writing, if possible. For example, an email exchange between the employee and the supervisor or a letter from the supervisor to the employee in which the employee acknowledges receipt is acceptable contact; a message left on an employee’s home telephone message recorder is not an acceptable contact, unless the message was left and employee returned the call acknowledging the directive.

► A sample email/memorandum/fax is attached to the end of this section.

G. Should rescinding annual leave during the pandemic emergency result in the employee going beyond the maximum accrual amount of 240 hours (or 360 hours in accordance with an agency-wide plan) on December 31 for Career Service employees, or 480 hours on the eve of the anniversary date for Selected Exempt Service (SES) and Senior Management Service (SMS) employees as allowed in Rule 60L-34.0041(4)(a), F.A.C.; the appointing authority may submit a recommendation to the Department of Management Services’ Division of State Human Resource Management that the employee be allowed to carry over excess annual leave, to the extent authorized by executive order.

H. Should rescinding of regular compensatory time off due to a proclaimed pandemic emergency result in the employee going beyond the maximum accrual amount of 240 hours as allowed in Rule 60L-34.0043(1), F.A.C., the appointing authority may submit a recommendation to the Department of Management Services’ Division of State Human Resource Management that the employee be allowed to carry over excess accrued regular compensatory time.
Sample Rescinding of Annual Leave and Compensatory Leave
Email, Memo, or Fax

From: Appointing Authority
Sent: Date
To: [employee’s name]
Subject: Cancelling Previously Approved (Annual/Compensatory Leave)

The current pandemic emergency has caused employee shortages statewide. Our own work unit, ________________________________________, is also suffering a shortage of workers. Unfortunately, this means that I must cancel my approval of your leave request for (date of annual leave and compensatory leave) to provide coverage during this crisis.

[The following is only for employees whose approved annual leave is being cancelled:]

- If cancelling your leave during this emergency causes your leave hours to go over the amount allowed for the year, either our Human Resource Officer or I will send a recommendation to the Department of Management Services’ Division of State Human Resource Management. This recommendation will state that you should be allowed to carry over your extra hours of annual leave to the next year. These hours will be beyond the maximum allowed in Rule 60L-34.0041(4)(a),F.A.C.

[The following is only for employees whose approved compensatory leave is being rescinded:]

- I understand that you normally have the right to use your regular compensatory leave when you request time off; however, this is not the case in an emergency situation. During this emergency, you are needed at work so that we can continue to provide services. Because I have had to cancel your leave request, either our human resource officer or I will send a recommendation, at your request, to the Department of Management Services’ Division of State Human Resource Management. This recommendation will state that you should be allowed to carry over your accrued regular compensatory leave beyond the maximum allowed in Rule 60L-34.0043(1),F.A.C.

Thank you for your understanding and your assistance during this difficult time.

cc: Division Director
    Human Resource Officer
## SECTION 9
### ATTENDANCE AND LEAVE

## SECTION 9-C
### SENDING SICK EMPLOYEES HOME

**Major recommended changes:** Training. Managers and supervisors already have the right to send sick employees home to ensure safety in the workplace.

**Major consideration:** Safety considerations will drive a decision to send an employee home.

**Significant issue:** Employees who decline to leave the workplace when directed may be subject to corrective or disciplinary action.

**Preplanning:** Training of supervisors should include a reminder that they have the authority to send sick employees home and that sick leave is intended to cover such an absence.

A. As a safety consideration, management should look to the physical well-being of employees and whether the health of fellow employees is endangered by an employee exhibiting symptoms of the infectious disease causing the pandemic. Therefore, if an employee appears to have symptoms at the workplace, supervisors have the authority and obligation to require the employee to leave the workplace.

B. Agencies should have policies and procedures in place to guide management in determining when it is appropriate to send an employee home. Such guidelines should ensure that decisions are made in a non-discriminatory manner and that notification at the earliest feasible time is given to employees and, where applicable, union representatives. Where practicable, supervisors should first seek the approval of their manager or division director before sending a sick employee home.

C. Supervisors are not to make a medical diagnosis, but may rely on objective observations of an employee’s symptoms in making a reasonable determination to send home an employee whose symptoms appear to pose a significant threat to the health and safety of other employees. Symptoms of flu in humans may be:

- Fever
- Cough
- Sore throat
- Runny or stuffy nose
- Difficulty breathing or shortness of breath
- Chills
- Fatigue
- Nausea, vomiting, and/or diarrhea
- Headaches and/or body aches

**Florida Department of Health’s Website should be consulted for updates on pandemic symptoms at** [http://www.doh.state.fl.us/](http://www.doh.state.fl.us/)

D. Under Rule 60L-34.0042(3)(a), F.A.C., an employee may use sick leave for the employee’s personal illness, injury, or exposure to a contagious disease that would endanger others. In addition, the employee may use other personal leave, as required or needed.
E. In the event that employees are sent home because of a pandemic, employees may use their sick leave accruals, as appropriate and other forms of leave in accordance with rules and applicable collective bargaining agreements. Employees who have exhausted all leave accruals may be eligible to request sick leave credits from the agency’s sick leave pool provided they meet the criteria for pool membership. In addition, such employees who have missed at least five consecutive workdays due to illness and have exhausted all leave accruals may be eligible to request donations of sick leave credits in accordance with the agency’s sick leave transfer plan.

F. Paid administrative leave is not available to an employee who is being sent home because of exhibiting symptoms of the infectious disease causing the pandemic.

G. When the employee no longer poses a health hazard to fellow employees, the employee shall return to work. Agency guidelines should address how management will notify employees of the circumstances under which and the manner in which they are expected to return to work.

H. The agency may also put “eligible” employees on notice that the leave used will be designated as Family and Medical Leave in accordance with the Family and Medical Leave Act, 29 Code of Federal Regulations (CFR). As with any employment action, the agency shall ensure that its policies and procedures adhere to applicable federal regulations (e.g., the Equal Employment Opportunity laws, etc.), as well as state laws and union contracts.
Sample Email, Memo, or Fax for Sending Sick Employee Home
(Copy Human Resource Officer)

From: Appointing Authority
Sent: Date
To: [employee’s name]
Subject: Removal from Workplace – Exhibiting Pandemic Symptoms

During the last [time period i.e. few days, several hours] I have observed that you appear sick because you are [list symptoms observed]. I am concerned about your physical well-being. I am also concerned that you may be contagious. In light of these concerns, I am sending you home.

You will need to use your sick leave accrual, annual leave accrual, compensatory leave accrual, or you may request approval for leave of absence without pay.

When your condition improves, please contact me at [supervisor’s phone number and email address], and we will discuss your return to work.

Thank you for your understanding and I hope that you feel better soon.
## SECTION 9
ATTENDANCE AND LEAVE

### SECTION 9–D
FAMILY AND MEDICAL LEAVE ACT AND SICK LEAVE

<table>
<thead>
<tr>
<th>Major recommended changes:</th>
<th>None.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major consideration:</td>
<td>The administration of family and medical leave must continue in accordance with current legal requirements.</td>
</tr>
<tr>
<td>Significant issue:</td>
<td>None.</td>
</tr>
<tr>
<td>Preplanning:</td>
<td>Agencies need to assure that family and medical leave administration is encompassed in the essential human resource management functions.</td>
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</tbody>
</table>

During the pandemic emergency, the necessity for supporting employees seeking medical assistance will be crucial. The State of Florida rules and federal Family and Medical Leave Act (FMLA) provide the employee with options in using leave for medical reasons as follows:

A. Rule 60L-34.0042(3), F.A.C., allows employees to use their accrued sick leave for the employee’s personal illness, injury, or exposure to a contagious disease that would endanger others. Sick leave may also be used for the employee’s personal appointments with a doctor, dentist or other recognized practitioners. In addition, sick leave may be used for the illness, injury or well-care checkups of the employee’s spouse, the children or parents of the employee or the spouse, or a person for whom the employee or the spouse has a caretaker responsibility (as defined by the employing agency), when the employee’s presence is necessary.

B. Employees may use their accrued annual leave, compensatory leave and leave without pay in lieu of or in addition to the accrued sick leave.

C. The agency may also put “eligible” employees on notice that the leave used will be designated as Family and Medical Leave in accordance with the Family and Medical Leave Act, 29 Code of Federal Regulations (CFR). The FMLA entitles employees up to 12 weeks of leave for certain family and medical reasons during a 12-month period. Paid leave may be substituted for unpaid FMLA leave and counted against the 12-week FMLA leave entitlement if the employee is properly notified of the designation when the leave begins.


D. Pursuant to Rule 60L-34.0051, F.A.C., the agency may approve flexible work schedules, job sharing, or family medical leave to assist employees in meeting the medical needs of family members. If waived under the executive order, the prevailing emergency may necessitate that approval of family medical leave be granted for a shorter period than six months. Benefits coverage will continue as per current rules.
SECTION 9
ATTENDANCE AND LEAVE

SECTION 9–E
RETURN TO WORK AUTHORIZATION

Major recommended changes: Procedural. During a pandemic emergency, medical certifications for return to work may be required at the agency’s discretion. Employees may be required to return to different work sites and to different work duties.

Major consideration: Employees may be returning to duties outside of their bargaining unit or of another bargaining unit and agencies will need to consult with Labor Relations if this becomes an issue.

Significant issue: Educating managers and personnel officers on symptoms of a pandemic illness will be critical.

Preplanning: Managerial and personnel officer training.

In the event the Governor of the State of Florida issues an executive order declaring a pandemic emergency, the following procedures will be in effect for the duration of the emergency:

Returning from Leave: If an employee is well and ready to return to work from leave (paid or unpaid), the following procedures shall apply:

A. The employee who is ready to return from leave shall contact his/her supervisor (or a person acting in that capacity) for instructions on when and where the employee should return for assignment, provided an assignment is available prior to the day that the employee proposes to return. Contact shall be made in the manner deemed appropriate by the work unit.

B. The supervisor shall inform the employee whether the employee’s return to work is authorized. If it is authorized, the employee should be informed of his/her work location (or whether the employee will be assigned to work from a remote location or telework), work schedule and shift, and specific work assignments, if different from the employee’s regular assignment.

C. In administering this section, medical certifications may be required at the agency’s discretion.

D. After the emergency, the requirements for the employee to provide a medical release/return to work verification form from a health care professional will be restored, unless otherwise notified by the employee’s supervisor.
SECTION 9 – F
SICK LEAVE TRANSFER PLAN

Major recommended changes: None.

Major consideration: None.

Significant issue: None.

Preplanning: None.

Administration of a sick leave transfer plan will continue in accordance with Rule 60L-34.0042(5), F.A.C., as follows:

A. Eligible employees may donate a portion of their accrued personal sick leave credits (a minimum of eight hours) to another employee eligible for leave benefits. Employees must provide written notice to the donating and receiving employees’ human resource office(s).

B. No donation shall be permitted unless the donating employee’s sick leave accrual balance, immediately subsequent to the donation, is eighty hours or more.

C. When transferring donated personal sick leave credits, the agency shall credit the receiving employee with only the amount of sick leave needed to bring the employee’s total number of compensable hours up to the minimum number of hours for the pay period.

D. All donations of sick leave made under Rule 60L-34.0042(5), F.A.C., are strictly voluntary. Employees are prohibited from soliciting, offering, or receiving monetary or any other compensation or benefits in exchange for donating personal sick leave credits.

► Forms for requesting and donating sick leave transfer credits may be found on the Department of Management Services’ website under the section for Human Resource Management/For State Personnel System HR Practitioners/Forms:

http://www.dms.myflorida.com/workforce_operations/human_resource_management/for_state_personnel_system_hr_practitioners/forms
### SECTION 9
### ATTENDANCE AND LEAVE

### SECTION 9–G
### SICK LEAVE POOL

**Major recommended changes:** None.

**Major consideration:** None.

**Significant issue:** None.

**Preplanning:** None.

Sick employees who have exhausted all their personal leave credits may request credits from the agency’s Sick Leave Pool, if applicable. Administration of the Sick Leave Pool will continue in accordance with Rule 60L-34.0042(6), F.A.C., as follows:

A. An employee is eligible to join the Sick Leave Pool (Pool) after one year of employment with the State, provided the employee has a minimum of 64 hours of sick leave accrued.

B. Each full-time participating employee may join the Sick Leave Pool by contributing eight hours, initially, of his or her accrued personal sick leave credits to the Pool. Each time the balance in the Pool is depleted to a specified level, employees will donate an additional eight hours.

C. A participating part-time employee shall contribute sick leave credits on a pro-rata basis.

D. Participation in the Pool shall be voluntary.

E. Each agency shall determine the policy for the establishment of pools and eligibility for use.
### SECTION 9
**ATTENDANCE AND LEAVE**

### SECTION 9–H
**SPECIAL COMPENSATORY LEAVE CREDITS ACCRUED DURING FACILITY CLOSURES**

<table>
<thead>
<tr>
<th><strong>Major recommended changes:</strong></th>
<th>None.</th>
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<tbody>
<tr>
<td><strong>Major consideration:</strong></td>
<td>None.</td>
</tr>
<tr>
<td><strong>Significant issue:</strong></td>
<td>None.</td>
</tr>
<tr>
<td><strong>Preplanning:</strong></td>
<td>None.</td>
</tr>
</tbody>
</table>

Pursuant to Rule 60L-34.0071(3)(e)1., F.A.C., employees holding positions below the Bureau Chief (or Bureau Chief comparable) level, who perform essential functions during a period in which their facility is closed due to a pandemic emergency, shall be granted special compensatory leave credits for the hours worked during that period. Hours worked during the office closure must be charged to the hours type 1006 – WORK- ESS SVC/OFC CLOSURES in the People First system in order to properly accrue special compensatory leave.
Major recommended changes: None.
Major consideration: None.
Significant issue: None.
Preplanning: None.

Pursuant to Rule 60L-34.0043(1), F.A.C., excluded Career Service employees who work hours in excess of their regular work period during a pandemic emergency may earn regular compensatory leave credits on a hour-for-hour basis.

Alternatively, if the agency has a payable regular compensatory leave plan, pursuant to Rule 60L-34.0043(5), F.A.C., these employees may earn regular compensatory leave credits on an hour-for-hour basis that shall be paid at the employee’s straight time regular rate of pay. Such payments shall be processed on the next available payroll, if charged to hours type 1016 – WORK-CS EXTRAORDINARY PAY or at other intervals, depending on the agency’s approved plan.
<table>
<thead>
<tr>
<th>Major recommended changes:</th>
<th>None.</th>
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<tbody>
<tr>
<td>Major consideration:</td>
<td>Recognizing that everyone, including individuals with disabilities, should benefit from the same level of safety and security in their work environment.</td>
</tr>
<tr>
<td>Significant issue:</td>
<td>Ensuring that all phases of emergency management consider the needs of individuals with disabilities.</td>
</tr>
<tr>
<td>Preplanning:</td>
<td>It is prudent to involve individuals with disabilities (IWD) at the planning stage in order to ensure that the needs of an IWD are adequately addressed in the plan.</td>
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</table>

The Americans with Disabilities Act (ADA) can impact emergency preparedness plans. This law prohibits discrimination on the basis of disability in employment as well as addressing other areas involving individuals with disabilities. Providing a reasonable accommodation to an individual with a disability is a central concept under the ADA. Emergency preparedness plans should address people with disabilities and in order to do so effectively, organizations need to establish a process to fulfill requests from individuals with disabilities for reasonable accommodations they may need in emergency situations.


The Department of Labor (DOL), Office of Disability Employment Policy (ODEP) also provides guidance on effective emergency preparedness planning on their website at: http://www.dol.gov/odep/pubs/fact/effective.htm.
SECTION 11
CLOSURE OF SCHOOLS AND DAY CARE FACILITIES

Major recommended changes: None.

Major consideration: None.

Significant issue: Employees performing essential functions must report to work or telework.

Preplanning: (1) Staff should be informed of expectations; (2) Employees should have a family care plan in place; (3) Employees performing essential functions may have to telework to perform duties and should be equipped to do so in advance.

To minimize the effect of any disease outbreak in the community, the Florida Department of Health is authorized to order disease control measures that include a broad array of actions. Isolation, quarantine orders and social distancing measures are likely to be implemented in a pandemic event. In addition to prohibiting large social gatherings, such as sporting events, theater shows, and concerts, the local county health department may recommend closing schools and day care centers as a social distancing strategy.

School and day care closures are expected to have a significant effect on staff absenteeism in both the private and public sectors. The State of Florida must be prepared for a reduction in its staff resulting from healthy parents staying home to take care of healthy children or other healthy dependents. In addition, colleges and universities closure may result in healthy parents needing time off to move college age children home. If schools and day care centers are closed, employees will not be allowed to bring their children to work.
SECTION 12
DISCIPLINE – CONDUCT, INCLUDING UNAUTHORIZED ABSENCES

Major recommended changes: Procedural. Disciplinary actions may need to be postponed, pending a return to normal business operations.

Major consideration: First responders who are absent without approved leave are held to a higher standard than other employees, which will be considered when determining disciplinary action.

Significant issue: An employee may be subject to termination for certain absences without approved leave.

Preplanning: Employees should be informed of the expectation that they report to work and that the consequence for not doing so is potential disciplinary action.

The State of Florida’s commitment to public service will be the cornerstone to maintaining the essential functions of our community. To fulfill service to the public, all able employees are expected to report to work and perform duties, unless directed otherwise. First responders are held to the highest standard: these are employees who are responsible for the health, safety, and welfare of others.

Unfortunately, there may be occasions during the emergency when employee misconduct or unexcused absenteeism arise and need to be addressed. In some cases, that will mean that discipline is appropriate.

A. Disciplinary Action, in general: The type and level of disciplinary action will be determined based on the nature and severity of the behavior and/or performance deficiency that led to the disciplinary action.

Before proposing or implementing disciplinary action, managers and supervisors should consult their agency’s human resource officer. These persons may assist the supervisor in a review of pertinent facts and decisions regarding when and if to process disciplinary action.

1. A Career Service employee who has permanent status in his/her current position may be suspended or dismissed in accordance with section 110.227, (F.S.). Any proposal to suspend or terminate an employee for an alleged violation(s) of standards of conduct will be reduced to a form of written correspondence (e.g. letter, email, facsimile) by the appointing authority and a copy will be provided to the employee. The correspondence will set forth the facts supporting the alleged violation(s), the dates of the employee’s alleged violation(s), noting when the proposal will be processed, and when the employee will have an opportunity to be heard, as set forth below.

2. Processing of disciplinary actions for Career Service employees who have permanent status in their current positions may be delayed pending the state’s return to normal business operations. Agencies are to provide an employee with written notice of their intent to discipline the employee and setting forth the date the employee may appear before the agency to answer orally and/or in writing the charges against him or her. Agencies may place an employee on administrative leave when it is determined that a Career Service employee should not return to work pending the outcome of an investigation.
B. Disciplinary Action for Unauthorized Absences: An unauthorized absence means the absence of an employee from duty without specific authorization. Authorization is obtained via the notification and approval method prescribed by the agency or work unit. Certain unauthorized absences during a pandemic emergency may result in a reduction in pay and/or disciplinary action, up to and including termination.

1. Pay:
   a. OPS employees will not be paid for any time that they are absent from work.

2. Disciplinary Action:
   a. Employees may be subject to discipline, up to and including termination, for an unauthorized absence. The level of discipline will be dependent upon the length of the absence and whether the employee is designated as a first responder.
   
   b. For FLSA exempt employees, should a suspension be imposed, the period of the suspension will be for no less than one or more full work days, depending upon the facts and circumstances leading to the suspension.
   
   c. A proposal to suspend or terminate an employee for an unapproved leave of absence will be communicated to the employee in writing (e.g. letter, email, facsimile) by the appointing authority. The correspondence will set forth the dates of the employee’s unapproved absence, noting when the proposal will be processed and when the employee will have an opportunity to be heard, as set forth below.
   
   d. Processing of disciplinary actions for Career Service employees who have permanent status in their current positions may be delayed pending the state’s return to normal business operations. Agencies are to provide an employee with written notice of their intent to discipline the employee and the date by which the employee may appear before the agency to answer orally and/or in writing the charges against him or her.

3. Mitigating circumstances underlying the unauthorized absence should be taken into consideration in any review of disciplinary action proposals, including termination. Incidents will be reviewed on a case-by-case basis.
## SECTION 13
### EMPLOYEE ASSISTANCE PROGRAM (EAP)

<table>
<thead>
<tr>
<th>Major recommended changes:</th>
<th>None.</th>
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<tbody>
<tr>
<td>Major consideration:</td>
<td>None.</td>
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<tr>
<td>Significant issue:</td>
<td>None.</td>
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<tr>
<td>Preplanning:</td>
<td>Pre-pandemic briefings may need to occur so that managers and supervisors are prepared to address problems that may arise during a crisis and are informed when a referral to the EAP should occur. Supervisors will be provided with current information on these services and will be encouraged to refer employees.</td>
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Should a pandemic emergency occur, referral to the EAP may be recommended to address personal problems that interfere with work performance. In particular, a crisis such as a pandemic may cause stressful behaviors that compromise the effective functioning of a work unit. Further, there may be a need to provide crisis support services to assist a work unit with particular problems or traumatic events.

The EAP is a service provided through E4 Health (a contracted vendor for the State). All State employees including OPS employees are eligible for services. The program’s primary purpose is to assist employees and managers with personal problems that are interfering with work performance.

It is recommended that referral appointments to the EAP be allowed during regular working hours during an emergency, as long as this does not interfere with the operations or functions of the workplace.

Contact information for EAP services:

E4 Health (owned by New Directions Behavioral Health)
844-208-7067
TTY: 844-246-9949
www.sofeap.com
SECTION 14
FACILITY CLOSURES AND WORKFORCE REDUCTIONS

Major recommended changes: None. The state may currently affect facility closures and reductions in force as necessary to meet business needs.

Major consideration: Decisions as to facility closures or reductions in force will be made on a case-by-case basis, in conjunction with the Department of Management Services’ Division of State Human Resource Management and the Executive Office of the Governor.

Significant issue: In the event of large-scale workforce reductions, the economic impact of terminal leave payouts and unemployment benefits may be an issue.

Preplanning: Agencies should review standard workforce reduction template letters and update as necessary to address a pandemic emergency.

Agencies will remain open during emergency situations that do not pose an immediate life, health, or safety risk to its occupants unless directed otherwise by order of the county Public Health Department or executive order from the Governor.

Because of potential staffing shortages, employees may be deployed to provide support for varied operations at alternative worksites and should expect to come to work.

In the case of closure of specific offices, employees will be sent home as a last resort. Should employees be sent home, payment of wages to employees will be made in accordance with the established emergency processes:

A. If a facility is closed and no alternative site is designated for the employee to report to work, regular employees, excluding OPS employees, scheduled to work will be paid their normal pay until the facility is reopened, alternative worksites are arranged or a workforce reduction is implemented.

   1. If the closure extends into a second week, the status of displaced workers may be reviewed by the agency head to determine whether a workforce reduction due to either lack of funds or lack of work is in order. This applies to affected employees who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), as well as hourly employees who are not exempt from the overtime provisions of the Fair Labor Standards Act.

   2. Employees who, prior to a facility closure, had requested and been approved for time off (e.g., annual leave, sick leave, compensatory leave, or leave of absence) will have hours deducted from their accruals as approved in accordance with established policies.

   3. OPS employees will be paid only for hours actually worked during a facility closure.

   4. Employees designated as first responders and employees providing essential services who are unable to report to work will have their time charged to annual leave, compensatory time, or leave without pay and may be subject to disciplinary action.
5. If the facility closes after the start of an employee’s shift, employees who are scheduled to report to work but do not and do not contact the appointing authority or designee before the facility closure are considered to have been absent without leave. These employees will be subject to leave without pay for the full day. However, the appointing authority may at his or her discretion, authorize the use of annual leave or compensatory time for the absence as individual circumstances warrant.

B. When an agency head closes operations in the agency during the work day or orders employees to leave the premises because of safety concerns, employees, with the exception of OPS, scheduled to work will be paid for the normally scheduled work day.

C. Agencies should make every reasonable effort to allow employees who have reported to work to check on the status of their families, provided that this does not compromise emergency response functions.

D. Pursuant to section 110.1225, (F.S.), shortfalls in state revenue may result in funding deficits that make it necessary for a program area to temporarily reduce the regular hours of employment or temporarily place employees on leave without pay. All affected positions shall be identified and appropriate reductions in pay shall be implemented for all affected employees. Agencies shall coordinate with DMS’ Division of State Human Resource Management and the Administration Commission, as required. The executive order may designate the Department of Management Services to administer the implementation of such furloughs.
Many people are concerned about the possibility of a public health emergency such as a natural disaster, terrorism, or an infectious disease causing a pandemic. Individuals can take steps to help prepare for an emergency in advance. The Centers for Disease Control and Prevention (CDC) has included information on its website on Emergency Preparedness and Response. The site provides step-by-step actions employees can take beforehand to protect themselves and their loved ones. Specifically:

1. Get a Kit – Pack an emergency supply kit of food, water, electronics, health and safety supplies, cash, and important documents. Also, include supplies for babies, children, and pets if needed.

2. Make a Plan – Create a family communication and disaster plan in advance. How will family members contact one another or get to a safe place in an emergency situation? It may be necessary to have more than one type of disaster plan based on the type of emergency.

3. Be Informed – Know what to do before, during and after an emergency. Know how to get information about potential threats, such as through text alerts, emergency radio stations, or other methods.

During a pandemic event information will be disseminated to the public by health officials. For more detailed information on Emergency Preparedness and Response referenced above go the CDC website at: http://emergency.cdc.gov/.

For information on personal preparedness go to: http://emergency.cdc.gov/planning/index.asp.
APPENDIX B
AGENCY PRE-PLANNING CHECKLIST

Determine Critical Functions and Personnel

☐ Determine personnel who perform first responder functions

☐ Determine personnel who perform essential functions

☐ Determine personnel who perform non-essential functions

☐ Identify functions that may be suspended while personnel are assigned to more critical roles

☐ Identify secondary personnel who have the skills and abilities to perform other functions

☐ Identify other personnel, such as retired employees, former employees, OPS employees, and contract workers, who may be available to perform essential functions

☐ Identify potential volunteers who have the skills to perform needed departmental functions

Succession Planning

☐ Determine the payroll function as an essential function and cross-train for this function

☐ Determine the human resources management function as an essential function and cross-train for this function

☐ Determine the insurance benefits function as an essential function and cross-train for this function

☐ Establish and identify a management line of succession plan which lists alternates for key leadership positions in each agency, division, or work unit

☐ Determine the individuals who will have the delegated authority to make decisions and communicate that succession plan to division and work unit personnel

☐ Provide for alternate lines of succession

☐ Provide for access to information and needed items to those in the line of succession (i.e. computer passwords, office keys, file cabinet keys, etc.)

☐ Forward document succession plans to the agency head
Review Business Hours, Work Schedules and Mode of Service Delivery

☐ Review business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity, or other pandemic response goals during an emergency.

☐ Identify essential functions that may be accomplished via telework and whether the function needs access to all systems and applications or only email and/or voice communications.

☐ Identify technical planning methods such as the Internet, Virtual Private Network, and teleconferencing to be implemented before a pandemic emergency occurs.

Develop a Communications Plan

☐ Communicate with employees about the threat of a pandemic emergency, and describe the preparation steps being taken such as:
   • Potential changes to personnel policies
   • Changes in business culture which may include social distancing, increasing telework, or suspending non-essential functions
   • The importance of staying home if employees are ill or have symptoms

☐ Distribute practical information on maintaining a healthy work environment

☐ Update employee emergency contact information

☐ Identify key internal and external stakeholders and the methods that will be used to communicate with them

☐ Communicate to labor unions and employees that certain provisions of their respective collective bargaining agreement may be suspended, such as:
   • Use of employees outside of the bargaining unit to perform the work
   • Previously approved annual, compensatory time, leave of absences may be rescinded with minimal notice
   • Employees may be required to report for work with minimal notice
   • Employees’ work schedules and/or hours of work may change with minimal notice
   • Employees may be required to telework with minimal notice
   • Employees may be assigned overtime with minimal notice
   • Employees may be assigned special duty with minimal notice
   • Employees may be assigned to other work units with minimal notice
**APPENDIX C**

**PEOPLE FIRST SYSTEM INSTRUCTIONS**

<table>
<thead>
<tr>
<th>Type: General Correspondence</th>
<th>Subject: Hurricane Preparedness</th>
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</table>

**Suggested Audience:**

Agency human resource offices

**Details:**

To prepare for the upcoming hurricane season, the People First Team releases each year a comprehensive communication regarding hurricane preparedness as it relates to utilization of the People First system. The communication contains contact information for key staff along with the information necessary for the agencies to accurately process disaster pay and complete leave and attendance records within the People First system. Additionally, information on access to and submission of manual timesheets is provided.

The Hurricane Preparedness General Correspondence communication is available on the People First team website: [http://www.dms.myflorida.com/workforce_operations/people_first/for_state_hr_practitioners/correspondence/general_correspondence](http://www.dms.myflorida.com/workforce_operations/people_first/for_state_hr_practitioners/correspondence/general_correspondence).

**HRM Policy Decisions:**

As with any emergency situation, please call the DMS Division of State Human Resource Management for updates to current human resource policies.