



EMERGENCY AND DISASTER POLICY

General expectations of staff members:

All staff members are critical to the mission of the operations and government of the property appraiser during natural disasters or other emergency conditions and are required to work and be available to respond to work throughout the emergency.

During times of natural disasters or emergencies, Property Appraiser staff members are expected to maintain services and to meet new service needs brought about by the emergency conditions. Service demands may go beyond the scope of staff members' regularly assigned duties, require staff members to assume new responsibilities, perform new tasks, and remain on duty for extended periods of time. Essential services shall be staffed during hazardous weather or state of local emergency. All staff members are subject to redeployment from their regular job assignments, according to administratively or operationally determined service needs and demands. This may require separation from family members for extended periods of time before, during, and after the natural disaster or emergency.

Property Appraiser authority:

The property appraiser, or his/her designee(s), shall have the authority to order any and all staff members to work assignments as he deemed necessary during hazardous weather or a local emergency. The responsibility of property appraisers to be staffed during hazardous weather or state of local emergency. At the discretion of the property appraiser, all staff members are subject to redeployment from their regular job assignments, according to administratively or operationally determined service needs and demands.

Staff member personal emergency plan:

The property appraiser recognizes that staff members have personal and family responsibilities that may conflict with their obligations to fulfill their job requirements during hazardous weather or a state of local emergency. It is the property appraiser's intent to provide time in advance of a potential emergency to staff members so they may secure their homes and see to the safety of their families, however, it may not always be possible. All staff members shall have a personal emergency plan in place to address their family's safety in their absence since they may have limited time to respond to work.

Staff Members Required To Report:

1. Staff members shall report to their assigned worksite when scheduled or summoned, and if necessary, be prepared to stay for an extended period of time. Staff members shall not evacuate from the area during a natural disaster or emergency. It is every staff member's responsibility to maintain contact with their supervisor or their designated point of contact and to know where and when they must report for duty. Staff members who fail to stay in contact with their supervisor or fail to report to work when scheduled or summoned without the prior approval of their supervisor shall be subject to discipline, up to and including dismissal.
2. Staff members not initially scheduled or summoned to work shall remain available in the local area (within one hour of their assigned duty location) during an emergency.
3. Staff members who have had leave approved in advance of hazardous weather or a state of local emergency shall contact their supervisor to find out if their leave has been canceled and they must report to work. Either the staff member's failure to contact the staff member's supervisor, or the staff member's continued unauthorized leave, shall subject the staff member to discipline, up to and including dismissal.
4. Staff members who are on leave in advance of hazardous weather or a state of local emergency must contact their supervisor to find out if their leave has been canceled and they must report to work. Either the staff member's failure to contact the staff member's supervisor, or the staff member's continued unauthorized leave, shall subject the staff member to discipline, up to and including dismissal.

Compensation for Emergency Disaster Employment:

1. At his/her discretion, property appraiser shall determine to award exempt and non-exempt staff members, who are required to work during hazardous weather or a state of local emergency, leave, monetary compensation, flex time, or any combination in accordance with the Fair Labor Standards Act.
2. If the property appraiser office is closed due to hazardous weather or a state of local emergency, any staff member not assigned to work may use personal leave to cover the lost time if that day would have been a scheduled workday for the staff member. In the event the property appraiser is closed due to hazardous weather or a state of local emergency, property appraiser may give leave time to staff members for partial or all of the time the office is closed due to hazardous weather or a state of local emergency.

Signature:	Date:
Print Name:	Employee ID#: