



# Exempt Employee Overtime Parameters

When the Board of Supervisors declares that a state of local emergency exists or the Governor declares that a state of emergency exists within the County of Humboldt, authorization for cash compensation for the pay period in which the overtime is worked shall be given by the department head for all employees assigned to duties specifically related to the emergency.

## Eligible Employees

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- Law Enforcement Management (LEM) Employees (Representation Unit 7)
- Management & Confidential (M/C) Employees (Representation Units 8 & 9)

*See Appendix A for a complete list of the classifications included in the above representation units*

## Eligible Activities

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Under the COVID-19 state of emergency, overtime may be necessary to provide emergency services, including but not limited to the following:

- Management, control and reduction of immediate threats to public health and safety:
  - Emergency Operation Center (EOC) and Joint Information Center (JIC) operations
  - Training specific to the declared event
  - Disinfection of public facilities
  - Technical assistance on emergency management and control of immediate threats to public health and safety
- Emergency Medical Care
  - Medical facility services and supplies related to declared event
  - Use of specialized medical equipment
- Security and law enforcement
- Purchase and distribution of supplies throughout the agency and the community, necessary as a result of the declared event
- Increased service requests as a result of the declared event
- Communications of general health and safety information to the public and county workforce
- Increased workloads resulting from the reassignment of other staff to emergency operations
- Increased workloads resulting from staff shortages due to the declared event (illness, school closures, etc.)
- Surplus and backlog of work generated as a result of the declared event