



## QUESTIONS BEING ASKED BY EMPLOYEES

Can I go home? I have family to take care of.

Are schools closed?

Are we closing essential city services; for how long?

Are we closing non-essential services; for how long?

Do I come in to work in the morning?

As a civilian employee, do I get paid if I go home or do I have to take leave?

Is my work assignment being adjusted? (i.e., hours, location, pay, task, reporting.)

If I have to work in the evenings/weekend is child/pet care available; can I bring them to work?

Employees will be notified if and when they may leave the work site prior to their normal dismissal time in case a storm is threatening our area.

The closing of public schools is per their respective county board offices. In Miami-Dade County, please call 311 for information on school closings. Private schools make their own determination of school closings and should be contacted directly.

Essential services are coordinated through the City's Emergency Operations Center (EOC) with each department. Employees who are first responders and providers of essential services will be notified when services may temporarily cease and when they will restart if we are being hit by a storm.

Any City closing of non-essential services will be coordinated by the Office of the City Manager and announced by the Department of Employee Relations. All employees who are considered non-essential must keep themselves informed, through the City's Employee Message Center (305-329-4700), as to when services will resume and the City will reopen for business.

Call the City's Employee Message Center at 305-329-4700 for information on reporting to work following a storm.

If employees are released on Disaster Leave, they are paid only for their normal work schedule. However once called back to work, employees who fail to report shall be carried on their banked time or without pay. Employees must follow department policies for notifying when they cannot report to work as scheduled.

Determination of work schedule adjustments will be done by each operating department upon conclusion of a storm impacting our area. Call the City's Employee Message Center at 305-329-4700 for information on reporting to work following a storm.

Childcare will be available through the City's Day Care facilities, and information is available through our EOC in the City's Comprehensive Emergency Management Plan. That information will be provided to employees if and when it is necessary following a storm impacting our area. Children are not permitted to come to work with their parents. Pet care must be arranged by the employee, as the City does not have pet care services available.

I do not have childcare. If you deem me an essential employee I will need to bring my children. Is this allowed or do you want me to stay home?

If I stay on the job are meals and drinks provided?

Will there be a place for me to shower?

Will there be a place with bedding for me to sleep?

Will there be a moratorium on the use of City phone/computers for personal use if I am ordered to stay on the job or if I volunteer to stay?

How will overtime be computed?

Will I be reimbursed for out-of-pocket costs, such as toiletries?

If I stay on the job, do I get paid overtime? Is there housing and food available?

Am I designated as an essential or non-essential employee?

Childcare will be available through the City's Day Care facilities, and information is available through our EOC in the City's Comprehensive Emergency Management Plan. That information will be provided to employees if and when it is necessary following a storm impacting our area. Children are not permitted to come to work with their parents. Pet care must be arranged by the employee, as the City doesn't have pet care services available.

If you perform certain functions during the storm, or are stationed in the EOC, the City will try and assist with food and drink. However all employees should plan for their own food and drink, as well as any personal hygiene items or medicines that they may need. Upon notice to employees to return to work, employees will also be responsible for their own food and drink, as well as personal hygiene items or medicines like any normal work day. If there are extenuating circumstances or devastation to our area and employees are deployed outside their normal work capacity but in emergency positions, then the City will try and assist when possible with food and drink.

Depending on damage to the City's facilities, and if your personal home shower is unavailable due to storm damage, the City will try and assist with providing locations for employees to clean-up when working after a storm.

Employees asked to work at the EOC during the storm are also asked to bring bedding and other personal items with them. No other sleeping facilities or items will be provided under normal operations following a storm.

City communication systems should only be used for use of City business. Depending on damage to the City's or an employee's facilities, the City may be able to provide communication assistance to employees if needed, and only with approval.

Overtime is computed by each department in accordance with the overtime provisions of the Fair Labor Standards Act (FLSA) and collective bargaining agreements.

There is no reimbursement for personal items such as toiletries.

If you are asked to remain on the job during a storm, and you are a non-exempt employee, then overtime will be computed by each department in accordance with the overtime provisions of the FLSA and collective bargaining agreements. There is not housing or food planned for employees.

Each department should inform their employees of their respective designation as an "essential" or "non-essential" employee. Please check with your director for your designation.

Will there be a curfew in place?  
Will I be able to get home if I elect to stay on the job or if I am ordered to stay?

Will parking and toll fees be waived?

Will the city provide me with transportation to get home and back to work?

I am assigned to the EOC, how long (hours) are the Alpha/Bravo time shifts?

If a curfew is in place, then all residents in the impacted areas will be notified by their local, county, and State law enforcement agencies. Travel to and from work if a curfew is ordered will be handled in accordance with the curfew policies set at the time.

This is determined at the time of a storm, and will be announced by local, county, and State agencies if appropriate.

The employee is expected to identify a means of transportation to and from work following a storm.

The shift schedules depend on the length of time or notice prior to and during a storm, as well as when it is safe to change shifts following a storm. Those shift times can fluctuate and are determined by the Emergency Manager at the EOC.