

Chapter 14
Emergency
Essential/Nonessential Employee Designation

Section 1

Purpose

During disasters and other emergencies, the City of Galveston ensures the safety of its citizens, the security of facilities releases non essential personnel when appropriate, and essential personnel from disaster/emergency duties after emergency status has ended.

Section 2

Policy

Should inclement weather or other emergency conditions arise, the City may suspend normal operations in order to meet extraordinary needs. Each emergency situation is unique and while this policy is intended for overall guidance, the City administration reserves the right to evaluate this policy and issue specific procedures as dictated by the circumstances of the emergency.

Section 3

Procedures

- A. Emergency Status: The City of Galveston assumes emergency status when the City Manager or designee(s) suspend normal operations.
- B. Designation of Emergency Workers:
 - 1. Every City Employee shall have one of the following classifications; however, in the event of an emergency, all employees can be classified essential depending on the needs of the City. Therefore, employees not at work are responsible for contacting their supervisor immediately regarding assignments, and to stay abreast of the situation by monitoring radio/television for instructions or be calling the City Emergency Operations Center as to when to report to work.
 - a. **E1 - Essential** Employees are those with specific responsibilities who remain in the City on the job during an emergency.
 - b. **E2 - Reserve Essential** Employees are those who report to or remain on the job preceding an emergency for the preparatory phase and are subject to being re-designated as needed by their department.
 - c. **E3 - Re-entry Essential** Employees are those who must return to supplement or relieve emergency classification "E1" employees when roads are accessible.
 - d. **N - Nonessential** Employees are those whose presence is not essential in carrying out the Emergency Plan, but cannot leave their positions until released by their supervisor and must return to work as usual under normal operations after emergency status has ended.
 - e. Department Heads are responsible for appointing individual emergency status to each employee.

2. When the City Manager officially declares an emergency. "E1" and "E2" Employees must report to or remain at work. "E1" and "E2" Employees on pre-scheduled leave may be required to report to work as defined in departmental policies.
3. Employees released from work should not expect to use any City buildings or sites as a shelter for themselves or their dependents during an emergency, but follow instructions as issued by the City's Emergency Management Office.
4. After normal operations resume, any employee who worked during an emergency will be paid for any applicable time in accordance with the provisions of the City's Rules and Regulations.

C. Leaving Work

1. Supervisors will release their "N" and "E3" Employees from their jobs following notice of an official emergency on No-Pay status. (Vacation or compensatory time may be used.)
2. Immediately prior to official release of personnel, if work schedules permit, "N" employees may be granted vacation or compensatory time off at the discretion of the supervisor.

D. Monitoring Emergency Status.

During periods of emergency staffing, the City Manager will issue the recall notice to the media and will provide the same information to the Emergency Operations Center telephone personnel. Employees staying outside media areas covering the emergency must call the Emergency Operations Center or the Employee's department to obtain current emergency status.

E. Returning to Work.

1. When road are accessible, "E3" Employees must return to work immediately. Employees who are shift workers, must contact their Supervisor to find out if they should come in ahead of their scheduled time to relieve someone who worked through the emergency.
2. The City Manager or designee will determine when normal operations are to resume. When normal operations resume. "N" Employees must report to work on their regularly scheduled shifts.

F. Failing to Report.

1. "E1" and "E2" employees must report to or remain at work in an emergency. Failure of an employee to comply with these requirements

will result in a review which may result in disciplinary action up and including termination.

2. "E3" and "N" Employees who, without prior supervisory approval, fail to report to work in accordance with Section E.2 above will result in an investigation which may result in disciplinary action up to and including termination.