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**City of Bellingham Policies**

Title: REPORTING AND COMPENSATION GUIDELINES FOR CITY EMPLOYEES  
DURING A DECLARED EMERGENCY

Code: PER 07.01.12

Chapter: Personnel

Type of Policy: Administrative

Date Developed: June 1, 1986

Developed by: Kathryn Hanowell, Personnel Manager

Revised by: Peter R. Lieurance, Director Admin. Services

Date Revised: November 1, 1993

Approved By: Tim Douglas, Mayor

Cancels:

See Also:

Purpose: This policy establishes guidelines for all City employees when the Mayor declares an emergency as the result of a disaster or other emergency situation, including, but not limited to, extreme weather conditions.

Scope: All City of Bellingham employees.

Definitions

Policy/Conditions: The Mayor has the authority as the chief executive and administrative officer of the City and under Chapter 38.52 RCW and 2.57.060 (Document link: Database 'Bellingham Municipal Code', View '1. Main View\1. Main View', Document 'ADMINISTRATION') of the Bellingham Municipal Code to declare an emergency which shall impose the provisions of this policy.

DEFINITIONS:

A. Emergency or Disaster. "Emergency or disaster" as used in this policy shall mean an event or set of circumstances which demands immediate action to preserve public health, protect life, or protect property.

B. Standby. For the purposes of this policy, employees shall be on standby during the hours they are normally scheduled to work but are not considered immediately essential during an emergency. They shall be required to remain at their normal places of residence to await duty calls. The normal place of residence is the location where they can be reached by use of the standby telephone number on file in their department. If the employee is not at the location of the standby telephone number, a responsible person must be present so that the employee can be contacted immediately and arrive at the workplace within a reasonable time. Standby employees shall have a radio and listen to designated stations if telephone contact with other departmental personnel is impossible.

C. Essential. For the purposes of this policy, employees shall be

considered essential when they are normally scheduled to work and are required by the Mayor, their Department Head or his/her designee to be at their workplace during an emergency.

#### Procedure

##### Notification Process:

1. When an emergency is declared, the Mayor or his/her designee shall coordinate with the Emergency Operations Center the notification of all City Department Heads through a predetermined notification process. The Emergency Broadcast System may also be used when appropriate to announce the declaration of an emergency. The local radio stations of KGMI (790 AM) and KISM (92.9 FM) shall be contacted and asked to broadcast notice of the emergency and other pertinent information.
2. Department Heads shall determine which employees within their departments shall be considered essential during the immediate emergency. Certain employees shall be considered essential, as determined by the Mayor or their Department Heads, during all emergencies. These employees shall be identified in their department's notification policy.
3. Department Heads shall establish and implement the notification process for their departments. This notification process may involve calls to employee homes, media announcements, recorded information or instructions in response to calls received from employees. The Emergency Operations Center may also provide information to employees through the Emergency Broadcast System.
4. Each Department Head shall have a copy of his/her department's notification procedures on file at the Personnel Office and shall be responsible for keeping the policy up-to-date with departmental practices. The Personnel Office shall file copies of these procedures at the Emergency Operations Center. Each Department Head shall also be responsible for distributing the policy to all employees in the department and for notifying them of any changes in the policy.
5. Department Heads shall familiarize their employees with their respective roles during emergency conditions as defined in the Whatcom County Emergency Services Ordinance and the Interlocal Emergency Services Agreement.
6. Employees shall be responsible for maintaining familiarity with their departments' emergency notification process and with their respective roles in this notification process.

##### Compensation:

1. Employees who are normally scheduled to work and are considered essential during an emergency shall receive their normal rate of pay.
2. Employees who are normally scheduled to work but are informed that they are to be on standby during an emergency shall receive their

normal rate of pay.

3. Employees who are normally scheduled to work and are essential during the emergency, but are unable to be at the workplace as a result of the conditions that caused the emergency, shall elect to have time charged to either vacation, leave without pay or compensatory time.
4. Employees who are normally scheduled to work and are considered essential but are absent from the workplace for reasons other than the emergency conditions shall be considered on unexcused leave.
5. Employees who are on standby but cannot be reached at the standby telephone number on file in their department or who are unable to be at the workplace when their presence is requested due to reasons other than the emergency conditions shall be considered on unexcused leave.
6. Employees who are scheduled, prior to the declaration of an emergency, to take a vacation day, special leave day, sick leave day, holiday, or scheduled day off on a day when an emergency is declared shall have time off charged to the leave allotment as originally scheduled. The Mayor, however, retains the right to cancel such time off if an employee's services are required as a result of the emergency.
7. Employees who are union members and who are not normally scheduled to work but are required to be on standby or at the workplace during the emergency shall receive compensation in accordance with the provisions of their union contracts. Non-union employees shall receive compensation in accordance with the City compensation policy.