

**RESOLUTION NO. 39-07-06**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN OF LAKE PARK EMPLOYEE POLICY/HANDBOOK TO AUTHORIZE THE TOWN MANAGER TO DECLARE A STATE OF EMERGENCY FOR TOWN EMPLOYEES AND TO ESTABLISH AN EMERGENCY PAY POLICY FOR USE DURING SUCH EMERGENCY DECLARATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town Commission has determined that it is in the best interest of the Town of Lake Park to authorize the Town Manager to declare, partially activate or de-activate a state of emergency for Town employees during an emergency event and to establish a policy for the cancellation of annual leave and an Emergency Pay Policy for use during such emergency declaration; and

**WHEREAS**, immediately upon such declaration, all annual leave shall be canceled and shall be granted only after advance written permission has been granted by the Town Manager upon recommendation by a department head. Annual leave for department heads and employees performing essential functions shall be granted only under extenuating circumstances. It is the responsibility of the employee to submit an annual leave request to their department head prior to utilizing it during an emergency event; and

**WHEREAS**, the appropriate department head must approve all regular and overtime hours once the state of emergency has been declared; and

**WHEREAS**, during a state of emergency the Town may process payroll based on estimated scheduled hours so that regular full-time employees, regular part-time employees and employees in probationary status may be paid for their regularly scheduled hours based on their standard workweek; and, seasonal and temporary employees will be paid only for the hours worked; and

**WHEREAS**, during an emergency declaration and during normal business hours exempt and non-exempt employees who are not required to work as designated by the Town Manager may be sent home and paid their regular rate of pay based on their scheduled hours; hours paid but not worked, including holidays occurring during a declared emergency, will not be included in calculations for purposes of overtime for non-exempt employees; and

**WHEREAS**, non-exempt employees who are designated to work during the emergency will be paid at two (2) times their regular rate during the emergency. All hours paid during the period of declared emergency may be paid on a separate payroll. Exempt employees required to work shall be paid their regular salary and may be additionally compensated as determined by the Town Manager.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Commission of the Town of Lake Park, Florida, as follows:

**Section 1.** The whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

**Section 2.** The Town Commission hereby authorizes the revision of the Town of Lake Park Employee Policy/Handbook to authorize the Town Manager to declare, partially activate or deactivate a state of emergency for Town employees during an emergency event; to establish a policy for the cancellation of annual leave; and, to establish an Emergency Pay Policy for use during such emergency declaration


**Section 3.** This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Vice-Mayor Daly, who moved its adoption. The motion was seconded by Commissioner Balius, and upon being put to a roll call vote, the vote was as follows:

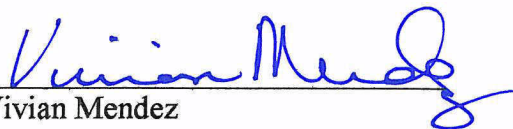
	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	_____
VICE-MAYOR ED DALY	<u>X</u>	_____
COMMISSIONER CHUCK BALIUS	<u>X=</u>	_____
COMMISSIONER JEFF CAREY	<u>Absent</u>	_____
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	_____

The Town Commission thereupon declared the foregoing Resolution NO. 39-07-06 duly passed and adopted this 19th day of July, 2006.

TOWN OF LAKE PARK, FLORIDA

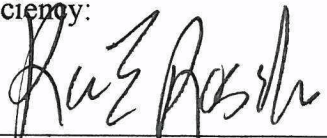
BY:   
PAUL W. CASTRO  
MAYOR

ATTEST:

  
Vivian Mendez  
TOWN CLERK



Approved as to form and legal sufficiency:

BY:   
THOMAS J. BAIRD  
TOWN ATTORNEY