

**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

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CATEGORY: Human Resources

CONTENT: Disaster Pay Policies and Procedures

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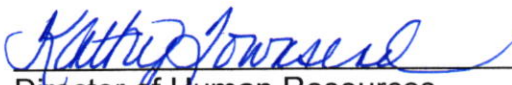
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12/21/18  
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Date

  
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Director of Human Resources  
LSU Health Care Services Division

12/18/18  
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Date

**LSU Health Care Services Division  
Disaster Pay Policy and Procedures**

**I. Statement of Policy**

It shall be the policy of the Health Care Services Division (HCSD) to establish payment to classified and certain categories of unclassified employees, as defined in this policy for hours worked during certain disasters, official closures, and/or quarantines in accordance with the provisions of this policy.

Unclassified employees paid on a monthly basis may be paid in accordance with the provisions of this policy only with prior approval from the LSU Systems Office and the HCSD Headquarters office.

**II. Applicability**

This policy shall be applicable to employees at the Headquarters Office and each HCSD Medical Center. Compensation shall be applied consistently throughout HCSD for defined employees.

**III. Implementation**

This policy and subsequent revisions to the policy shall become effective upon approval signature and date of the HCSD Deputy CEO.

**IV. Definitions**

For purposes of this policy, the following words or phrases shall have the following meaning:

- A. Activation Team: A list of employees designated and certified by the Hospital Administrator, required to remain on duty during a disaster, official closure, partial closure/quarantine, and/or accompanying patients during an evacuation to a safer location. List shall include employee name, SSN, and job title.
- B. Disaster: Civil disorders, floods, hurricanes, peril or danger from weather conditions, local emergencies, natural disasters, or disease outbreak considered to be life threatening.
- C. GOHSEP: Governor's Office of Homeland Security & Emergency Preparedness (formerly known as Office of Emergency Preparedness - OEP)

- D. Special Hazard Pay: Hourly rate authorized by the Department of State Civil Service and administered at the discretion of the HCSD Deputy CEO. This pay may be used to perform hazardous duties, extra duties, and/or work in unusual situations or locations. Hazard Pay is temporary in nature and NOT a part of base pay.
- E. HCSD Employees: Classified Employees - FT/PT, Probational, Permanent, Temporary WAE Restricted Appointment, Job Appointment
- Unclassified Employees - Regular Bi-weekly, Students, Health Care Professionals (HCP), other bi-weekly 4.1(d) 1's and 4.1. (d)2's.
- Unclassified Employees paid on a monthly basis – may only be paid if prior approval has been received from the LSU Systems Office.
- F. Official Closure: In-patient facilities - shall be the point at which the Hospitals' "Disaster Plans" are implemented and normal operations cease.
- Headquarters Office - shall be the point at which the Deputy CEO or designee declares the office officially closed.
- Note: Headquarters employees domiciled at another location other than the Headquarters Office (to include partner Hospitals), shall follow any closure directions being implemented in their area/domicile.
- G. Partial Closure/Quarantine: Shall be at the point where a quarantine is imposed in only a specified area of Hospital due to treatment of highly infectious patient. Only authorized persons are allowed in the area.

## **V. Payment**

- A. Employees shall be paid time and one half for all hours worked as follows:
1. Periods of time designated as "official closure" due to a disaster as defined in this policy.
  2. Periods of time designated as "partial closure/quarantine" due to treatment of highly infectious patient.

3. Hours worked as requested at the GOHSEP, shelters, and/or various off-site medical stations or special needs center.
  4. Hours on duty to accompany patients during an evacuation to a safer location.
  5. Specific time frames (date and time) will be determined by the Hospital Administrator and approved by the HCSD Deputy CEO or designee.
- B. When designated activation time frames approved by the HCSD Deputy CEO have expired, regular overtime rules shall be applied and followed.
- C. Special hazard pay may also be paid at the discretion and direction of the HCSD Deputy CEO in accordance with Civil Service rules and directives.

#### **VI. Documentation**

For auditing purposes, documentation shall be required to justify any payment of time and one half and/or hazard pay.

It shall be the responsibility of the Hospital Administrator along with the Human Resources Department of the Medical Center to establish and implement procedures as follows:

- A. Process to capture all hours worked during an "official closure" or partial closure/quarantine due to a disaster as defined in this policy.
- B. Process shall include back up manual procedures in the event of a power outage making the time collection process inoperable.

#### **VII. Reports**

The Medical Centers shall provide any necessary reports as requested by the HCSD Headquarters Office and/or any other governing body.

#### **VIII. Exceptions**

Any exception to this policy must be approved by the HCSD Deputy CEO or designee.