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# City Policies

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SUBJECT: ESSENTIAL SERVICES PERSONNEL

NO. HR 13.0

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APPROVED: 

Peter Zanoni, City Manager

Date: 5-7-2021

## I. PURPOSE

The Citizens of Corpus Christi depend on City employees before, during and after an emergency to ensure City services and operations are delivered. Employees are expected to provide customer service in the delivery and restoration of essential public services required to maintain health, safety and well-being.

This policy establishes responsibilities and expectations of City employees before, during, and after a broad spectrum of both natural and human-caused emergencies. Additionally, this policy provides employees with communication requirements, readiness activities, and available sources of information in the event of an emergency.

## II. SCOPE

This policy applies to all City employees, regardless of civil service status, classification, or pay grade. All City positions are deemed essential to ensure the City can respond efficiently and effectively during severe weather events and other emergency situations.

Employees in part-time, or temporary positions, or who are under 18 years of age, are exempt from the requirement to work during an emergency, as defined in this policy.

This policy does **NOT** apply to Police and Fire employees covered by the Collective Bargaining Agreements.

### III. DEFINITIONS

**Department Essential:** Employees whose positions are critical to the operations of the department in which they work to provide delivery and restoration of essential public services. The Department Director shall designate which employees are deemed department essential. Human Resources Director will review department spreadsheets to ensure appropriate staffing for all emergency assignments.

**Emergency:** Severe weather and other emergencies including but not limited to the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property that results from a natural or human-cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, hazardous material release, volcanic activity, epidemic, air contamination, energy, drought, infestation, explosion, civil disturbance, riot, hostile military or paramilitary action, terrorist activity, or other public calamity requiring emergency action.

**Emergency Assignment:** Designated work assigned to an employee before, during or after an emergency.

**Employee:** Any individual employed directly by the City.

**Executive Leadership Team (ELT):** A team of Executive Leaders within the City comprised of the City Manager, or designee, Chief of Staff to the City Manager, Chief Financial Officer, Chief Operating Officer and Assistant City Managers.

**Readiness Level 1:** An emergency is imminent or has occurred.

**Readiness Level 2:** An emergency exists which is very likely to occur.

**Readiness Level 3:** The existence of a situation that may develop into an emergency but not an-imminent-threat.

**Readiness Level 4:** Readiness to respond to any emergency that may develop and/or occur.

**Return-to-Duty:** Following the announcement of the Return-to-Duty Phase by the City Manager, all employees, including those who evacuated, will report to work at the start of their next regular scheduled shift.

**Waiver:** A written request to be exempt from the requirement to work during Readiness Level 1.

**Waiver Committee:** A five (5) member review committee to be appointed by the City Manager, or designee, to approve or deny submitted waivers.

### IV. POLICY

The availability of City employees to work is necessary to provide for the health, safety, and well-being of the general public, including the delivery and restoration of vital services, before, during and after an emergency.

It is the policy of the City of Corpus Christi (City) that, unless otherwise directed by the City Manager, with the guidance of the Mayor, the City remain open for business to deliver City services during all scheduled and published hours of operations. Employees, unless otherwise directed, are expected to report and remain at work as scheduled regardless of weather conditions or other emergency situations.

Off duty employees will receive an update regarding the readiness levels and emergency assignments from the Department Head, or designee.

All job descriptions, and recruitment advertisements or notices, will include the following statement: "Employees are required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency."

This policy will be presented to all newly hired employees during New Employee Orientation and annually thereafter as defined in this policy. Each employee will have a designated emergency assignment. An employee may be deemed Department essential or may be assigned to an alternative emergency work assignment. Emergency assignments are subject to change.

**Employees are responsible for knowing his/her emergency assignment and duties/responsibilities under this policy. Compliance with this policy is mandatory.**

## **V. READINESS LEVELS**

*The procedures of this policy will correspond to the Readiness Levels in the Emergency Preparedness Plan (EPP).*

### **Readiness Level 4 - Normal Conditions**

1. City employees are required to know their functions and responsibilities in an emergency. The City Warehouse will maintain basic emergency response equipment and supplies as required for the needs of the City departments.
2. Before April 30<sup>th</sup> each year, Department Heads will submit a revised, up-to-date Departmental Emergency Plan to Emergency Management that addresses the Department's responsibilities during each phase of this policy and post a copy on the official departmental bulletin board.

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3. Before April 30<sup>th</sup> each year, each department shall establish a communication plan to keep employees informed regarding directives for status of emergency conditions and for reporting to work. The Department Head, or designee, will develop and implement the communication plan as well as designate the person responsible for contacting employees to report for duty under this policy. Employees are responsible for providing their Department Head, or designee, with their current contact information, including telephone numbers and home address, and must immediately provide updates as this information changes.
4. Before April 30<sup>th</sup> each year, Department Heads will review this policy with all employees. The Department Head, or designee, will:
  - a. provide each employee with a copy of this policy and
  - b. obtain a signed and correctly completed HR 13.0 Essential Services Personnel Policy Acknowledgment Form, and provide the original to the Human Resources Department for the employee's personnel file, and
  - c. ensure each employee understands their assignment in the event of an emergency.

5. Before June 1<sup>st</sup> of each year, Department Heads, or designee, shall ensure that each employee in their department has a City of Corpus Christi employee identification card. Each identification card will include the toll-free number to call for emergency information.
6. The Human Resources Department will maintain employee assignments under this policy.
7. Departments will monitor the status of waivers approved due to temporary circumstances and will ensure that temporary waivers are extended or terminated appropriately by communicating any changes to the Director of Human Resources, or designee.

**Readiness Level 3 - Increased Readiness.**

1. Department Heads will conduct briefings with their staff on this policy and related department emergency procedures.
  2. Supervisors will address work schedules, special equipment availability, notification of last-minute changes, current contact information, and the process to be used to contact employees after shift hours and on weekends.
  3. Employees who do not have a telephone will be required to contact their Department Head, or designee, through any means, including in-person, and on their own initiative.
  4. Employees will review procedures with their families and inform them of the probability of Readiness Level 2 - High Readiness and finalize their emergency preparations. It is the responsibility of the employee to prepare for Readiness Level 2 - High Readiness.
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5. Employees will be allowed to secure their homes and belongings during this phase as approved by the Department Head, or designee.
  6. Department Heads, or designees, will document all hours worked while on emergency assignments, if any, by non-exempt and exempt personnel.

**Readiness Level 2 - High Readiness -**

1. Department Heads will conduct updated briefings with their staff on this policy and related department emergency procedures.
2. Employees will remain at work until dismissed by their supervisor in accordance with the department's operational demands.
3. Department Heads, or designees, will document all hours worked while on emergency assignments, if any, by non-exempt and exempt personnel including their assignments.
4. Off duty employees who do not receive a call from their department in accordance with departmental procedures are responsible for calling their supervisor or other authorized personnel in the department and reporting as directed.

5. Employees who do not have approved waivers and have relocated during the emergency must advise supervisors of their locations and how they can be contacted.

#### **Readiness Level 1 - Maximum Readiness (Essential Services Personnel Phase)**

1. The availability of City employees to work is necessary for the health, safety and well-being of the general public, including the delivery and restoration of vital services, before, during, and after an emergency.
2. When Readiness Level 1 is announced, Department Heads shall release from duty all employees in the following categories:
  - with approved waivers,
  - in part-time positions,
  - in temporary positions, and
  - under 18 years of age

These employees are still required to work before and after Readiness Level 1 and to comply with the Return-to-Duty Phase when announced by City Manager.

These employees may only evacuate during Readiness Level 1 unless evacuation has been previously recommended or ordered by the Mayor or County Judge and may evacuate only to a distance of no more than two hundred forty (240) miles from City Hall.

3. The City Manager will determine if the employee shelter will be opened. City employees will be advised of the shelter location and opening time.
4. Employee Shelter
  - a. Employees are strongly encouraged to have their family members evacuate with the general public when evacuation is recommended.
  - b. The Emergency Management Coordinator, or designee, will communicate to Department Heads, or designees, the locations of a shelter for City employees and their families who choose not to evacuate or shelter-in-place in their homes.
  - c. "Family" is broadly defined for the purposes of this policy to include any family member or other person whom the employee is responsible for.
5. Shifts during Readiness Level 1 - Maximum Readiness (Essential Services Personnel Phase) may be established according to necessity at the discretion of the Department Head. Employees assigned to work locations other than their department during an emergency will be assigned shifts by the designated Emergency Assignment Lead or designee for the work location.
6. Department Heads, or designees, will document all hours worked while on emergency assignments, if any, by non-exempt and exempt personnel.
7. Off duty employees who do not receive a call from their department in accordance with departmental procedures, are responsible for calling their supervisor or other authorized personnel in the department and reporting as directed.

### **Return-to-Duty Phase:**

Following the announcement of the Return-to-Duty Phase by City Manager, all employees, including those who evacuated, will report to work at the start of their next scheduled shift unless otherwise directed.

**Employees who received an approved waiver, employees under 18 years of age, employees in part-time or temporary positions, are still required to work before and after Readiness Level 1 and must comply with the Return-to-Duty Phase when announced by the City Manager.**

Employees who cannot report at the start of their next scheduled shift must call or otherwise contact their supervisor, or designee, at or before the time the employee's shift begins, or no later than 2 hours after the time the employee's shift is to begin.

Employees must make every attempt within reason to contact their supervisor, or designee, to explain their inability to report to work and request authorized leave.

The facts and circumstances that prevent the employee from reporting for their next scheduled shift will be considered on a case-by-case basis and may subject the employee to disciplinary action up to and including termination.

Failure of employees to call or otherwise contact their supervisor, or designee, or the City's toll-free number, will result in the leave being designated "unauthorized without pay", and subject the employee to disciplinary action up to and including termination.

A toll-free telephone number (1-888-220-2033) has been established for employees to obtain information regarding Readiness Levels and the Return-to-Duty Phase, and to contact the city when unable to make contact with their department. Information will also be available on the City's website at [www.cctexas.com](http://www.cctexas.com).

## **VI. WAIVERS**

Employees in part-time or temporary positions or who are under 18 years of age are exempt from the requirement to work during an emergency, as defined in this policy, and therefore are not required to submit a Waiver Request Form.

### **1. Submission of Waiver Request Form**

- a. If an employee has personal circumstances, which would affect his/her ability to work during Readiness Level 1 - Maximum Readiness (Essential Services Personnel Phase), it is the responsibility of the employee to submit a Waiver Request Form to their Department Director by May 1<sup>st</sup> of each year. **Note: For employees hired after May 15<sup>th</sup>, the waiver must be submitted to the Human Resources Department within one month of the employees hire date.**

- b. Following completion of the waiver, including any supporting documentation, a review by the Department Head, or designee, shall occur. The waiver is to be submitted to the Human Resources Department by May 15<sup>th</sup> for final determination by the Waiver Review Committee.
- c. Upon approval of the waiver by the Review Committee, supervisors are required to partner with Human Resources to ensure that a replacement employee is assigned to cover the employee's duties during Readiness Level 1 - Maximum Readiness (Essential Services Personnel Phase.)
- d. An employee must submit a new Waiver Request Form when his/her circumstances change.
- e. If an employee's circumstances change, waiver requests may be made during Readiness Levels 3 and 4. Waivers that meet the criteria and that are for unforeseen circumstances will be reviewed for approval. New waivers will not be considered after Readiness Level 2 - High Readiness has been announced.
- f. An employee who is denied approval of a Waiver Request may appeal through the City's standard Grievance Procedure, HR 9.0, however initial steps will be bypassed, and the grievance will be submitted directly to the respective ELT member. The decision rendered at this step will be final.

## **2. Review and Approval:**

The Human Resources Department will facilitate a 5-member Review Committee to be appointed by the City Manager, or designee, to review all waivers. The Human Resources Department shall provide each department with a list of employee emergency assignments and employees who have been granted approved waivers. Originals of approved waivers will be maintained as confidential records in the Human Resources Department.

## **3. Waiver Requests that meet the following circumstances will be approved:**

- a) An employee who is a single parent with primary responsibility for a child or children under the age of 18, and the child's or children's other parent is not able to care for the child or children in the event of an emergency, (a brief explanation why the child's other parent cannot provide care for the child is sufficient), or
- b) An employee who is a single grandparent with primary responsibility for a grandchild or grandchildren under the age of 18, and the child's or children's parents are not able to care for the child or children in the event of an emergency, or
- c) An employee who has primary responsibility for care of a chronically ill family member, who due to their medical condition requires the employee's care or assistance in the event of an emergency, and for whom other care arrangements cannot be made. Written, current year medical documentation is required. Documentation must confirm the family member's condition and the dependence upon the employee to provide care in the event of an emergency.

- d) An employee who personally suffers from serious health problems and is medically restricted from emergency services. Written, current year medical documentation is required. Documentation must confirm the employee's condition and the inability to perform duties in the event of an emergency.
- e) An employee who is pregnant. Written, current year medical documentation is required. Documentation must confirm the projected due date of delivery, recommended restrictions, if any, and projected period of recovery after delivery.
- f) An employee with primary responsibility for children or grandchildren under the age of 18 (and the child(ren)'s parents are not able to care for the child(ren) in the event of an emergency), whose spouse also works for the City of Corpus Christi and who must report to work during Readiness Level 1.
- g) An employee with primary responsibility for children or grandchildren under the age of 18 (and the child(ren)'s parents are not able to care for the child(ren) in the event of an emergency), whose spouse is employed by another entity and who must report under a comparable policy requirement, or work during Readiness Level 1 - Maximum Readiness (Essential Services Personnel Phase). Written confirmation, current year, from the spouse's employer, which states the spouse's requirement to work during an emergency must accompany the Waiver Request Form.
- h) An employee who cannot perform the essential functions of his/her position and who has not been released to "full duty" by his/her physician at the time of Readiness Level 1 - Maximum Readiness (Essential Services Personnel Phase). Written, current year medical documentation is required. Documentation must confirm the employee's condition and the inability to perform duties in the event of an emergency. This may include an employee who is on approved leave due to an occupational and/or non-occupational illness or injury; or who is on limited duty assignment or no-work status under the City's Limited-Duty Policy.
- i) An employee on approved leave due to a death in the employee's immediate family, as defined in the Compensation and Classification Plan, depending upon the circumstances.
- j) Any employee who is on Special Leave under the City's Compensation and Classification Plan.
- k) Any employee who is on approved Family Medical Leave (FMLA).
- l) Waivers submitted by employees for reasons other than those listed in criteria a-k will be reviewed on a case-by-case basis. The employee should provide a detailed, thorough, written explanation of the circumstances for which the employee is requesting a waiver.

#### **4. Conditions of Permanent Medical Restrictions:**

When the City receives medical documentation provided as a part of the waiver review process that indicates the employee is unable to perform the essential functions of their normal job duties, these cases will be forwarded to the Human Resources department for evaluation, which may include fitness for duty evaluation.

## 5. Confidentiality of Documents and Record Retention:

Records and documents relating to administration of this policy (waiver request forms, medical certifications of the employee or their family members) shall be maintained in separate Waiver Request Form files in the Human Resources Department and shall be treated as confidential medical records with restricted access except that:

1. supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations; and
2. employees assigned as emergency team leaders, (i.e. Facility Manager, Assistant Facility Manager, etc.) may be informed regarding necessary restriction on the work or duties of an employee assigned to their emergency team, and any necessary accommodations.

Records related to the administration of this policy and the waiver process will be retained for two) years, except when documents have been made a part of the employee's personnel file due to employment issues, such as termination for violation of this policy.

## VII. PAY PROVISIONS

Closure of City Offices and Facilities in Emergency Situations:

The City Manager may authorize a designated closure period of City of Corpus Christi offices and facilities related to emergency situations. Should any City offices and facilities be closed at the direction of the City Manager for Emergency Situations, and the employee is unable/able to telework, the employee will be paid as follows:

- a. Full or Part-Time employees unable to telework work during the designated closure period, the employee will be paid for his/her regular scheduled shift hours each day they were scheduled to work. These hours do not count towards the calculation of overtime.
- b. An employee eligible and authorized to telework, the employee will be paid for actual hours worked. Any telework hours worked outside an employee's regular scheduled shift must be authorized and approved by a supervisor within the employee supervisory chain of command. These hours will count towards the calculation of overtime.
- c. An employee eligible and authorized to telework but is unable to do so due to circumstances beyond their control that preclude performance of the employee's duties and responsibilities required of their regular position and/or emergency assignment may be excused from duty. The Department Director in his/her sole discretion, may determine whether circumstances warrant excusing an employee from their duties. If available, employees may request to use leave accruals for work hours missed.
- d. An employee on approved leave during the designated closure period of City offices and/or facilities, will be paid in accordance with the approved leave they requested. These hours will not count towards the calculation of overtime.

**Non-exempt Employees:**

1. All actual hours worked by **non-exempt** employees over 40 hours in a 7-day work period shall be compensated at the overtime rate of one and one-half the employee's hourly rate, or granted as compensatory time, as provided in the City's Overtime Policy, H.R. 4.0-AP2. Whether the overtime will be paid or granted as compensatory time will be determined by each department's budget and communicated to employees during the policy and procedure review process associated with Readiness Level 4 - Normal Conditions.

2. Non-exempt employees who report to work and are subsequently released from duty due to emergency conditions, shall be:
  - a. paid three (3) hours or more at the regular rate of pay, at the discretion of the City Manager.
  - b. will be allowed to use accrued vacation, available personal leave, accumulated compensatory time, or leave without pay if paid leave is exhausted, to cover work hours missed during that work period.

**Exempt Employees:**

1. Upon activation of an emergency situation by the City Manager, exempt employees who exceed 40 actual hours of work in a 7-day work period, as defined in the City's Overtime Policy, HR 4.0 AP 2, shall be eligible for Emergency Service Pay and/or Administrative Leave with Pay at the rate of one and one-half time of the employee's hourly rate.
2. Exempt employees on a salaried basis may be charged leave (vacation, personal leave, leave without pay), as applicable, for partial day absences.

Department Heads or their designees will maintain records of time accumulated by Exempt employees during emergency operations. This provision for Exempt employees will be enacted upon written notification to Department Directors by the City Manager.

**VIII. VIOLATIONS OF THIS POLICY**

An employee violates this policy by:

- 
- Evacuating without an approved waiver, unless in a part-time position, in a temporary position, or under age 18.
  - Evacuating with an approved waiver, but without an evacuation of the employee's residential area being recommended or ordered by the Mayor or County Judge.
  - Failing or refusing to comply with any provision of this policy.
  - Failing to obey any order or direction made or given by a supervisor.
  - Failing to call or otherwise contact their supervisor as required by this policy.
  - Failing to report for duty as required by this policy.

Supervisors are responsible for the support and implementation of this policy and are responsible to their Department Heads for documentation, reporting potential violations of this policy by employees, assisting with fact finding, and assisting in the initiation of necessary disciplinary action.

**IX. CONSEQUENCES FOR VIOLATION OF THIS POLICY**

A violation of this policy shall subject the employee to disciplinary action up to and including termination.

**X. QUESTIONS REGARDING THIS POLICY**

Questions regarding this Policy shall be directed to the Director of Human Resources, or designee, who may be contacted at (361) 826-3300.

### HR 13.0 ESSENTIAL SERVICES PERSONNEL POLICY ACKNOWLEDGMENT FORM

I have received a copy of the City of Corpus Christi's policy HR 13.0 Essential Services Personnel, revised May 6, 2021, and I understand that compliance with this policy is a condition of employment with the City of Corpus Christi.

I have carefully heard and/or read this policy and understand its content. I have been given an opportunity to ask questions about this policy and receive explanations in English and Spanish.

- I understand that all City job descriptions require City employees to work to provide for the health, safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.
- I understand that it is my responsibility to submit a Waiver Request Form, before the established annual submission deadline (May 1<sup>st</sup>), or within one month of my hire date if I was hired after May 1<sup>st</sup>, or at the time my circumstances change, if I need to be excused from working during an emergency, unless I am in a part-time position, or I am in a temporary position, or I am under 18 years of age.
- I understand that a waiver is not valid unless the Waiver Request Form has been approved by the Waiver Review Committee.
- I understand that Waivers are granted only for Readiness Level 1 - Maximum Readiness (Essential Services Personnel Phase) unless evacuation has been previously recommended or ordered by the Mayor or County Judge.
- I understand that employees who receive an approved waiver, or under 18 years of age are still required to work before and after Readiness Level 1 - Maximum Readiness (Essential Services Personnel Phase.)
- If activated, I understand that the City will provide a shelter for me and my family during the emergency.
- **I understand that my family members are strongly encouraged to evacuate with the general public when evacuation is recommended by City officials.**

I agree to comply with this policy. I understand that failure to do so will result in my being in violation of this policy and will subject me to disciplinary action up to and including termination.

Annette Rodriguez  
\_\_\_\_\_  
Employee's Name (Printed)

7047  
\_\_\_\_\_  
ID#

5/29/2021  
\_\_\_\_\_  
Date

DocuSigned by:  
*Annette Rodriguez*  
\_\_\_\_\_  
Employee's Signature

Corpus Christi-Nueces County Public Health District  
\_\_\_\_\_  
Department Name

Form Reviewed by: *Steve Viera*  
\_\_\_\_\_  
Department Head, or Designee, Signature

6/1/2021  
\_\_\_\_\_  
Date

Steve Viera  
\_\_\_\_\_  
Department Head, or Designee, Name (Printed)

6/1/2021  
\_\_\_\_\_  
Date

**RETURN ORIGINAL TO: Human Resources Department**

**WAIVER REQUEST FORM**  
**HR 13.0 ESSENTIAL SERVICES PERSONNEL POLICY**  
Revised May 6, 2021

**EMPLOYEE NAME (Print Clearly)** \_\_\_\_\_ **EID#** \_\_\_\_\_  
**DEPARTMENT NAME:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_

Please carefully read the following criteria to be used by the Waiver Review Committee in considering your request for a Waiver. Complete each section that applies and provide the information indicated for those which apply to your request.

**Criteria a:** Are you a single parent with primary responsibility for children under the age of 18?  
\_\_\_ Yes \_\_\_ No

If you are in the process of obtaining a divorce, do you have primary custody of the children? \_\_\_ Yes \_\_\_ No

Is the child's other parent able to care for the child in the event of an emergency?  
\_\_\_ Yes \_\_\_ No If no, explain why the child's other parent is not able to care for the child in the event of an emergency. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
List names and ages of children:  
\_\_\_\_\_  
\_\_\_\_\_

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**Criteria b:** Are you a single grandparent with primary responsibility for grandchildren under the age of 18? \_\_\_ Yes \_\_\_ No

List names and ages of children: \_\_\_\_\_

Are either of the child's parents able to care for the child in the event of an emergency? \_\_\_ Yes \_\_\_ No

Describe the terms of the custody arrangements, and explain why the child's parents are not able to care for the child in the event of an emergency:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is supporting written documentation of the custody arrangement attached?

\_\_\_ Yes \_\_\_ No

**Criteria c:** Are you an employee who has primary responsibility for the care of a chronically ill family member who due to medical condition requires your care or assistance in the event of an emergency? \_\_\_ Yes \_\_\_ No

If yes, can other care arrangements be made? \_\_\_ Yes \_\_\_ No

Is supporting written, current year medical documentation attached?  
\_\_\_ Yes \_\_\_ No

**Criteria d:** Are you an employee who personally suffers from serious health problems and is medically restricted from emergency services work?  Yes  No

Is supporting written, current year medical documentation attached?  
 Yes  No

**Criteria e:** Are you an employee who is pregnant?  Yes  No

If yes, what is your projected due date? \_\_\_\_\_

Is supporting written, current year medical documentation attached which provides recommended restrictions, if any, and projected period of recovery after delivery?  
 Yes  No

**Criteria f:** Are you an employee with children under the age of 18, or an employee who has primary responsibility for grandchildren under the age of 18, whose spouse works for the City of Corpus Christi and must report to work under this policy?

Yes  No

Name of spouse: \_\_\_\_\_ Spouse's City Employee ID# \_\_\_\_\_

Spouse's Department: \_\_\_\_\_

Has your spouse requested a waiver?  Yes  No

List names and ages of children: \_\_\_\_\_

If grandchildren, are either of the child's parents able to care for the child in the event of an emergency?  Yes  No

If grandchildren, describe the terms of the custody arrangements, and explain why the child's parents are not able to care for the child in the event of an emergency.

Is supporting written documentation of the custody arrangement attached?  
 Yes  No

**Criteria g:** Are you an employee with children under the age of 18, or an employee who has primary responsibility for grandchildren under the age of 18, whose spouse is employed by another entity, and who must report under a comparable policy requirement, or work during Readiness Level 1 - Maximum Readiness (Essential Services Personnel Phase)?  Yes  No

Is written confirmation, current year, from your spouse's employer, which states the requirement of your spouse to work during an emergency, attached?

Yes  No

List names and ages of children: \_\_\_\_\_

If grandchildren, are either of the child's parents able to care for the child in the event of an emergency?  Yes  No

If grandchildren, describe the terms of the custody arrangements, and explain why the child's parents are not able to care for the child in the event of an emergency.

Is supporting written documentation of the custody arrangement attached?  
 Yes  No

**Criteria h:** Are you an employee who cannot perform the essential functions of your position?  
 Yes  No When are you projected to return to full duty? \_\_\_\_\_  
Are you on leave due to an occupational or non-occupational illness or injury?  
 Yes  No If yes, which?  Occupational  Non-Occupational  
Are you on limited duty assignment or no-work status under the City's limited duty policy?  Yes  No If yes, which?  Limited Duty Assignment or  
 No-Work Status Is supporting written, current year medical documentation attached?  Yes  No

**Criteria i:** Are you an employee on approved leave due to a death in the immediate family?  
 Yes  No

**Criteria j:** Are you an employee who is on Special Leave under the Compensation and Classification plan?  Yes  No  
Is supporting written documentation attached?  Yes  No

**Criteria k:** Are you on approved Family and Medical Leave (FMLA)?  Yes  No  
When is your FMLA leave projected to end? \_\_\_\_\_  
Is supporting written documentation attached?  Yes  No

**Criteria l:** Are you requesting a waiver for reasons other than those listed in Criteria a-k above?  Yes  No  
Is a thorough, detailed, written explanation of the circumstances of the situation for which you are requesting a waiver attached?  Yes  No

**If this Waiver Request is being submitted during Readiness Level 3 Increased Readiness, please attach documentation describing what unforeseen circumstances have occurred, which now lead you to request a waiver, along with any other documentation required above.**

**Waivers will not be considered after Readiness Level 2 - High Readiness is activated**

I understand that:

- Waivers are granted only for Readiness Level 1 unless evacuation has been previously recommended or ordered by the Mayor or County Judge.
- Employees who receive an approved waiver are still required to work before Readiness Level 1 unless evacuation of the employee's residential area has been previously recommended or ordered by the Mayor or County Judge and are required to comply with the Return-to-Duty requirements of this policy.
- Employees with approved waivers are responsible for reporting back to work in compliance with the Return-to-Duty requirements of this policy.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**REVIEWED BY SUPERVISOR:**

\_\_\_\_\_  
Employee's Supervisor Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor Signature

\_\_\_\_\_  
Telephone #

**DEPARTMENT HEAD RECOMMENDATION:**

\_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DENIED**

\_\_\_\_\_  
Department Head Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Telephone #

**WAIVER REVIEW COMMITTEE:**

\_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DENIED**

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Signature of Waiver Review Committee Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Waiver Review Committee Designee Name (Printed)