Checklist

	Questions to Consider	Answer
ACT NOW!	**Does your county have a policy approved and adopted by Commissioners' Court defining who is categorized as an essential employee designated to work during emergencies in the event of a closure of county operations?**	**A policy is needed in advance of any emergency closures to ensure that employees are aware of their work status ahead of an emergency. This helps eliminate confusion and will help employees make personal decisions and preparations in the event of advance notice of an emergency closing such as a weather event.**
ACT NOW!	**Does your county have a policy on which essential employees are to receive emergency pay in addition to regular pay while working during county operations closures to include or not include _exempt_ personnel which normally do not receive overtime?**	**A policy that defines compensation that is adopted and communicated to all employees and supervisors will help reduce any confusion and misunderstandings that can occur. Also, current FEMA guidelines, which are subject to change, require these type of policies adopted in advance of a disaster in order to consider any FEMA monetary relief if available for both exempt and non-exempt overtime costs incurred.**
ACT NOW!	**Is there a current list of all employees and elected officials home/cell phone numbers and email addresses to include an emergency contact number? Is there a named person to keep this list current and who named and tasked to keep an open line of communication during emergency closures thru various means with all employees and elected officials?**	**A list is important to maintain and keep current in order to stay in contact with everyone. Payroll, hours of operation, return plans, when county operations will resume, etc. need to communicated to all. Some employees may evacuate an area but can access their cell texts and emails during an evacuation from other areas.**
ACT NOW!	**How will payroll be processed? How will other benefits be administered? What if your records and/or technology is not available? Do your employees know how and when they will paid and understand all the county's policies?**	**These policies and practices must be set up in advance before a crisis occurs in order for pay continuity and benefits administration. Communication _with all_ is essential to avoid confusion.**

ACT NOW!	**Are county policies available on-line where evacuated employees can review them? Has this method been communicated to employees? Is there a method for employees to communicate with a named person if they have questions during county operations closures?**	**Employees may not stay local and should have a way to access policies. notifications, etc. thru other means such as updated websites and/or county generated text messages. This need to be communicated periodically to all thru various means such as postings, new employee orientation, text messages, etc.**
ACT NOW!	**Do <u>non-essential</u> employees know how or when or if they will be paid or not paid during emergency closures while not working?**	**These types of procedures should be defined and communicated to all prior to any emergency occurring. Updates can be given on websites or thru other means such as social media or text messages during emergency closures.**
ACT NOW!	**Does your county have an Employee Assistance Plan (EAP) in place or is considering having one?**	**An EAP that can assist if employees are in need of counseling or other services an EAP can offer during and after a crisis occurs.**
ACT NOW!	**Is there an "accounting for people plan" that will allow the county's HR office and officials to receive status updates of every employee affected by a disaster?**	**A top priority of staying in contact with employees in a controlled outside source outside the county will assist with accurate information being received by employees and given to them. This includes crisis hot-line numbers for employees to use, website updates, and text messages. This information can be noted within a policy handbook on-line.**
ACT NOW!	**Has the county considered or have a lunch and learn series, quarterly meetings and notifications, or other methods to create awareness for emergency preparedness in case of a disaster or crisis?**	**Having on-going efforts to create awareness will help everyone be prepared and will help avoid confusion later.**
ACT NOW!	**Does HR have a plan in place to address the needs of employees after a disaster or crisis hits?**	**This plan can include various things such as EAP assistance, grief counseling, and other sources to help facilitate the process of "getting back to normal" after a disaster hits.**