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ADMINISTRATIVE ORDER NO. 77-1/
OF THE
JEFFERSON COUNTY COMMISSION

PURSUANT to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

PURPOSE

To establish a policy with respect to emergency situations created by acts of Nature.

POLICY FOR ESSENTIAL SERVICES: Essential services are defined as those services directly responsible for the protection of public health, safety, and well being. This definition includes, but is not necessarily limited to, the following County organizations:

**Sheriff's Department, including Jail
Family Court - Detention Only
Cooper Green Hospital
Ketona Nursing Home
County Laundry
Coroner's Office
Divisions of Public Works responsible for
Road and Bridge Maintenance
Sewer Plants
Others may be included at the discretion
of the County Commission, as the situation warrants.**

- 1. Each organization head shall have primary responsibility for coordinating the activities of his/her organization during emergency situations.**
- 2. Each employee in the designated essential organizations shall report to his/her duty station as routinely scheduled or otherwise advised when an emergency situation is declared by the County Commission.**
- 3. The Sheriff and Public Works Departments shall render all assistance possible to transport essential employees to their duty station.**
- 4. Each employee who is at his/her duty station in excess of eighty (80) hours during the pay-period in which an emergency situation exists shall be compensated for the total hours worked at their normal hourly rate. Compensating time-off may be granted at the discretion of the Department Head.**

5. Employees of designated essential organizations who do not report as directed may elect to use either documented earned holidays, earned compensatory time, or leave without pay. Permanent employees may also elect to use earned vacation time.

POLICY FOR NON-ESSENTIAL SERVICES: Non-essential services are defined as those services not provided by the organizations listed above. A non-essential service may be designated an essential service by the Jefferson County Commission at any time.

1. Every employee of a non-essential organization shall make a diligent effort, within the confines of health and safety, to report to his/her duty station during an emergency situation.
2. The decision to pay or not pay shall be at the discretion of the Department Head for those employees who do not report.
3. Premium time of any nature shall not be earned by employees of non-essential organizations when they report to their duty station during an emergency situation, unless eighty (80) hours in a pay-period is exceeded.

COMMUNICATIONS DURING EMERGENCY SITUATIONS:

1. Each organization head shall designate at least two individuals in their organization who can be contacted by a Commissioner when emergency situations become imminent.
2. The above named individuals shall initiate the necessary activities within their organization to assure the continuation of essential services.
3. Each department designated to provide essential services shall develop an Emergency Plan to be approved by the County Commission.

ORDERED at the County Courthouse, Jefferson County, Alabama, to be effective immediately.



Tom Gloor, President
Jefferson County Commission

Date: 3-1-77