

**POLICY TITLE:** DISASTER SERVICE WORKER  
**POLICY NUMBER:** 3300

**COMMITTEE APPROVAL DATE:** 11/13/2018      **WRITTEN/REVISED BY:** HUMAN RESOURCES  
**BOARD APPROVAL DATE:** 11/20/2019      **SUPERSEDES:** 11/28/2018

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**POLICY:**

**3300** It is the policy of the Beach Cities Health District (“District”) that all employees are Disaster Service Workers (“DSW”) in accordance with the California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 et seq. Disaster Service Workers (“DSW”) provide services and aid during conditions, including the recovery phase, of an emergency, disaster, or catastrophic event.

**SCOPE:**

**3300.1** This policy applies to all District employees. DSW employees are called to service and deployed at the sole discretion of the District. DSW deployment to other jurisdictions under a mutual aid scenario also remains at the discretion of the District.

**RESPONSIBILITY:**

**3300.2 Management Responsibility**

It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. For purposes of this policy, management includes any position that supervises others or oversees a District-wide function. In addition to this, management is expected to meet the following additional responsibilities:

**3300.2.1** Provide each employee with a reasonable time, during normal work hours, to complete the DSW training program, the Affirmation of Loyalty, and DSW registration form (if required).

**3300.2.2** Each Department Head will ensure all department employees are aware of the procedures to follow in the event of an emergency, disaster, or catastrophic event that occurs during normal work hours or after hours, including where employees are to assemble. Additionally, it is the responsibility of each department head to establish and maintain personal contact and emergency contact information for all department employees to be utilized in the event of an emergency, disaster, or catastrophic event that occurs during non-working hours to communicate with employees who need to return to work to perform disaster service activities.

**3300.3 Employee Responsibility**

It is the responsibility of employees to understand the policies, guidelines, and procedures of the DSW Program, and to follow them accordingly. All employees are also expected to know, understand and comply with the laws that apply to her/him:

**3300.3.1** New hires must complete the DSW training program and take the required Affirmation of Loyalty during the employment onboarding process.

**3300.3.2** Any existing District employees at the time of the adoption of this policy must complete the DSW training program by June 30, 2020.

**3300.3.3** Employees will coordinate a reasonable time to complete the requirements of the DSW training program with their supervisor.

#### **3300.4 Human Resources Responsibility**

It is the responsibility of Human Resources to track employee compliance and coordinate training and requirements necessary for the DSW program. Human Resources will ensure all emergency plans and protocols are in place and employees are properly trained to be ready to respond, should they be called upon to serve as DSWs. Human Resources will also work closely with Property Services to prepare facilities for times of emergency or disaster.

#### **GUIDELINES:**

**3300.5** The District will ensure that employees are formally trained on the structure and function of emergency management and have taken the Affirmation of Loyalty in accordance with applicable state and federal law.

**3300.6** Identified departments and staff will be responsible for organizing and directing the preparedness efforts of District facilities. In addition to this policy, the District will provide supplemental information that instructs employees how and under what conditions DSWs may be activated and methods and strategies for reporting during and/or after an emergency/disaster.

**3300.7** Employees will be assigned work as directed by the District. While work may be outside the general scope of their typical duties and responsibilities and may be under a different supervisor or location in which they typically work, employees will never be asked to perform any duty or function they are physically unable or unqualified to do.

**3300.8** Per California Government Code, Title 1, Division 4, Chapter 8, Sections 3107 – “No compensation nor reimbursement for expenses incurred shall be paid to any disaster service worker by any public agency unless such disaster service worker has taken and subscribed to the oath or affirmation required by this chapter. It shall be the duty of the person certifying to public payrolls to ascertain and certify that such disaster service worker has taken such oath or affirmation.”

### **3300.9 EXCEPTIONS**

The following employees are exempt from DSW training requirements:

**3300.9.1** Legal aliens are not eligible to serve as public employee DSWs.

**3300.9.2** Employees hired to fill intermittent or temporary employments may not be required to be trained as DSWs. The decision to provide training and the Affirmation of Loyalty to these employees is at the discretion of the CEO.

### **3300.10 PAY AND COMPENSATION**

**3300.10.1** Public employees acting as disaster service workers can get paid and reimbursed for expenses only if they have taken and subscribed to the oath or affirmation prior to serving as a disaster service worker (*CA Government Code §3107*).

**3300.10.2** Employees will continue to be paid as they normally would (including overtime, compensatory time, premiums or special pays, etc.) in accordance with the terms of the applicable Memorandum of Agreement. This may include needing to work a different work schedule, in excess of the employee's regular hours, or at a different work location than the employee's normal work assignment. Employees should sign in and out at their work location to be paid for their time correctly.

### **3300.11 DISRUPTIONS TO TRANSPORTATION**

**3300.11.1** Due to the nature of the role of a DSW, it is essential that employees report to work on time, unless they are unable due to physical barriers or other safety hazards (e.g., freeway collapse or damage). If an employee is unable to report to work, they should notify their supervisor and Human Resources as soon as they are able.

**3300.11.2** Commute time is not paid during normal working conditions and remains unpaid even if a major disruption causes a significant increase in commute time, or the employee is required to report to an alternate work location.

### **3300.12 FAILURE TO REPORT TO WORK**

**3300.12.1** If an employee is unable to report to work for a regularly scheduled shift, they should notify their supervisor and Human Resources as soon as they are able. Employees who fail to report to work, without notification and/or an

approved absence, during the emergency will be considered absent without leave.

**3300.12.2** During an emergency, employees may be called into work outside their regularly scheduled shift, including on an employee's regularly scheduled day off. Absent extenuating circumstances, employees who fail to report to work may be subject to disciplinary action.