



State of Hawai`i

DISASTER RESPONSE MANUAL

For Managers



Prepared by the
Department of Human Resources Development
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INTRODUCTION

PURPOSE

When a disaster strikes, we know that program managers need to have certain ***personnel-related*** information at their fingertips. So, this reference manual was developed to help you make quick, important personnel decisions to meet the needs of your employees and help provide ready answers to common questions.

In cases of an emergency, the State Department of Defense's Hawaii Emergency Management Agency (formerly known as State Civil Defense) will alert all Departmental Civil Defense Coordinators about the emergency and brief them about appropriate actions that need to be taken to prevent or remove an immediate threat to life and property, including instructions to provide for recovery assistance.

This manual is not intended to serve as your department's disaster response plan, as required under the State of Hawai'i Plan for Emergency Preparedness issued by the Hawaii Emergency Management Agency ("HiEMA").

Important Disclaimer: This manual has been prepared for your convenience. It is intended as a reference guide and contains general descriptions and summaries of various policies, benefits, procedures, and rules. Pay provisions and benefits vary by type of employment appointment and collective bargaining agreement and are subject to change.

Please note that pursuant to Chapter 127A, Hawaii Revised Statutes (HRS), the Governor is authorized to proclaim that a disaster has occurred and, if necessary, suspend any law, which impedes or tends to impede or is detrimental to the expeditious and efficient execution of, or to conflict with, disaster relief or other emergency functions. This authority to suspend any law includes, but is not limited to, laws relating to procurement and civil service.

You should also be aware that pursuant to Chapter 127A-12, HRS, the Governor may also order and direct government agencies, officers, and employees, state or local, to take such action and employ such measures as may be necessary for law enforcement, medical and health needs, fire fighting, traffic control, warnings and signals, engineering, rescue, construction, emergency housing, and other welfare, hospitalization, transportation, water supply, public information, training, and other civil defense and emergency functions; and utilize the services, materials, and facilities of the agencies and officers. Therefore, all employees should be prepared, if called upon, to provide civil defense and emergency functions outside of their normal employment duties.

For further information, please contact your Departmental Human Resources Office or refer to the applicable laws, rules, collective bargaining agreements, policies and procedures, or benefit plan documents.

DEFINITIONS

DISASTER

A disaster is any destructive event resulting in significant physical damage, loss or destruction, and social disruption caused by natural or human-caused hazards.

... *Natural hazards* include, but are not limited to, storms, high winds, flash floods, high surf, hurricanes, tornadoes, droughts, earthquakes, tsunamis, volcanic eruptions, landslides, mudslides, and fires.

... *Human-caused hazards* include, but are not limited to, explosions, massive transportation or industrial accidents, utility failures, hazardous materials incidents, terrorist incidents, and health (or other disruptive domestic) crises.

DISASTER RESPONSE WORKERS

Disaster response workers are generally pre-identified State employees whose services are critical to continuing vital operations and for responding to various emergencies (e.g., road crews when roads might become impassable). Disaster response workers need to report to work in accordance with their disaster response plan, which could include reporting: (1) prior to or at the height of a disaster (e.g., impending hurricane or tsunami), even if others are told to stay at home; (2) immediately following a disaster; and/or (3) during the recovery period. Depending on the severity of the disaster, extent of damage or magnitude of response or recovery requirements, additional employees may be designated as disaster response workers.

DISASTER PREPARATION CHECKLIST

BEFORE a disaster strikes, do a "Quick-Check":

- ✓ Review your department's responsibilities outlined in the State of Hawai'i Plan for Emergency Preparedness manual. Contact your departmental civil defense coordinator for information.
- ✓ Identify the disaster response workers within your office. (See page 5 for more information.)
- ✓ Meet with identified disaster response workers to discuss their disaster response duties. Solicit suggestions.
- ✓ Know your facility's emergency evacuation plan and regularly review the plan with your employees. Inform your new employees of the emergency evacuation plan.
- ✓ When orienting new employees, inform them as to whether or not they are considered disaster response workers and explain your office's disaster response plan.
- ✓ Review telephone trees at least twice a year. Update whenever you have new hires and when employees' phone numbers change.
- ✓ Inform your employees to listen to instructions from the Emergency Alert System (EAS) and wait for word through your telephone tree as to whether or not to report to work.
- ✓ If you anticipate that a disaster would require additional personnel, you should plan how you will obtain those workers, in advance, and discuss the options with your Departmental Human Resources Office. (Also see Part II, Recruitment Procedures.)



Reminder:

- State departments and agencies shall assist the Hawaii Emergency Management Agency, as requested, in the event of an emergency.
- Each department and agency shall prepare plans necessary to carry out its assigned responsibilities under the State of Hawai'i Plan for Emergency Preparedness and provide public protection to the maximum extent possible.
- All State employees are considered an extension of the civil defense system. (See Page 5, Q1 & A1)

Part I: EXISTING EMPLOYEES



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IDENTIFICATION OF DISASTER RESPONSE WORKERS

When a disaster occurs, it is vital that relief services are provided to the disaster victims, and that clean-up services are provided to ensure the public's health and safety. It takes special people to meet these challenges.

Disaster response workers must be designated by each department and should be promptly notified where, when, how and to whom they should report in the event of a disaster. ***Designate alternate workers too, in case your primary disaster response workers are sick, out-of-state, etc., when you need them.***

Q1: What if an employee refuses to be a disaster response worker?

A1: Under the State of Hawai'i Plan for Emergency Preparedness, each department is charged with certain emergency duties and responsibilities. Each department must prepare plans necessary to carry out these assigned responsibilities. Chapter 127A-8, HRS, provides that all State employees are considered an extension of the civil defense system. Therefore, each department head has the authority to take appropriate action to ensure that these responsibilities are carried out. In such cases, confer with your Departmental Human Resources Officer.

Note: To avoid having to deal with a situation like this during an emergency, where you have no time to waste, try to determine beforehand if any employee is reluctant to be a disaster response worker. Respond to the employee's concerns. If the employee remains reluctant, decide whether you should designate another employee to be a disaster response worker, who would be willing and able to help and who can carry out the necessary civil defense responsibilities.

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PAY PROVISIONS

For requirements on overtime, stand-by pay, temporary hazard pay, etc., refer to the applicable collective bargaining agreements for employees in Bargaining Units 01, 02, 03, 04, 09, 10, 11, 13, and 14.

Additional special guidelines on pay provisions for a disaster-related incident will be issued by the Department of Human Resources Development (HRD) after the disaster, which may need to be determined on a case-by-case basis.

For employees who are excluded from collective bargaining, refer to the applicable Executive Orders.

Be sure to keep detailed records of overtime e.g. D-55 or other time and attendance forms, per diem e.g. Statement of Completed Travel, and any other disaster-related expenses, e.g. receipts for purchases, incurred. You may be able to seek partial reimbursement from the Federal Emergency Management Agency (FEMA).

OVERTIME

Q1: Are there special overtime provisions for disaster situations?

A1: No. Overtime provisions shall be applied in the same manner as in any other normal situation.¹

Q2: What if I don't have enough monies in my budget to cover payment of overtime that's necessary due to an unexpected disaster?

A2: Budgetary considerations should be addressed with your department Director and, if necessary, Budget & Finance.

STAND-BY PAY

Stand-by pay is to be given when employees are required to remain at home or at any other designated place for a specific period, for the purpose of responding to calls for immediate service after the employees' normal hours of work, on the employees' scheduled day off, or on holidays. Employees shall be paid in accordance with applicable collective bargaining agreements or Executive Orders.

¹ As noted on page 1 of this manual, the Governor may suspend any State law pursuant to Chapter 127A-13, HRS, in certain disaster situations.

Q1: Are there any special provisions for stand-by pay, which would be applicable during disaster situations, other than in the collective bargaining agreements and Executive Orders?

A1: No.

PER DIEM

Employees who are required to travel on official business to another island, or who are required to work on the same island in locations which make it impracticable and undesirable to return home after more than 24 hours shall be paid in accordance with the applicable collective bargaining agreement or given lodging in accordance with applicable collective bargaining agreements or Executive Orders.

TEMPORARY HAZARD PAY

In accordance with applicable collective bargaining agreements or Executive Orders, employees may be eligible for temporary hazard pay differential if they are temporarily exposed to unusually hazardous conditions, provided that the unusually hazardous working conditions have not already been considered in the pricing of the class of work their position is allocated to. Temporary hazard pay requests require approval from HRD and will be reviewed on a case-by-case basis. All temporary hazard pay requests should be processed through regular departmental channels to the Departmental Human Resources Office, before submittal to HRD.

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LEAVE

Summaries of potentially applicable leaves are provided below. Additional special guidelines on leaves and other personnel matters for a disaster-related incident will be issued by HRD after the disaster, which may need to be determined on a case-by-case basis. For additional information regarding leaves, contact your Departmental Human Resources Office.

ADMINISTRATIVE LEAVE

Administrative leave can only be granted by the Governor.

In the event the Governor authorizes administrative leave, State employees, including disaster response workers, will receive their straight-time pay. Hourly paid employees, though, are not entitled to administrative leave.

Employees who were on approved leaves such as sick leave or scheduled vacation leave on a day the Governor grants administrative leave shall be continued on that approved leave status and shall **not** have their leave records adjusted nor be given equivalent time off at later dates.

MILITARY LEAVE

An employee who is called to active duty to assist with disaster relief efforts is entitled to fifteen (15) working days of Military Leave, with pay, provided he/she is:

- In a State civil service or exempt position and the appointment is for at least six (6) months, and
- Serving in the Hawai'i National Guard or other Reserve component under call of the President of the United States or the Governor of Hawai'i.

The Military Leave with pay shall not exceed fifteen (15) working days in any calendar year, unless the employee is called to active duty a second time within a calendar year and elects to use advance Military Leave with pay from the next calendar year (consistent with the established Military Leave guidelines).

If an employee who is called to active duty:

- Is not eligible for paid leave benefits (e.g., Military Leave, Vacation Leave),
or

- Is eligible for paid leave benefits but chooses not to use such paid leave benefits,

he/she may be placed on Military Leave without pay.

DISASTER LEAVE

Up to thirty (30) days of Disaster Leave², with pay, may be granted to a State employee to perform disaster relief services for the American Red Cross.

To receive Disaster Leave:

- The employee must be a certified American Red Cross disaster volunteer,
- The employee must receive prior authorization, utilizing the Application for Leave to Provide Disaster Relief Services Form (See Attachment 1), and
- The leave of absence must not impose hardship on State operations.

In addition, the disaster must be:

- Designated as level III or higher by American Red Cross regulations,
- Officially declared by the President of the United States, or
- Declared a state of emergency by the Governor.

² See §78-23.5, HRS (Act 24, SLH 2003).

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SAFETY/WORKERS' COMPENSATION

SAFETY

Health and safety requirements under Hawai'i Occupational Safety and Health (HIOSH) standards are not suspended because of a disaster. Employers are still bound by law to ensure workers' protection.

Q1: What kinds of precautions can be taken to protect disaster response workers or staff deployed to disaster-affected areas?

A1: If practicable, a planned disaster preparation training and exercise should be conducted by your department's civil defense coordinator so that disaster response workers are prepared mentally and physically to perform tasks safely.

Employees required to engage in civil defense functions should also be properly attired for the work they will be engaging in. This includes wearing appropriate clothing such as pants, jackets, and footwear if needed to provide appropriate protection.

WORKERS' COMPENSATION BENEFITS

Depending on the facts and circumstances of each case, an employee who is injured while working on a disaster response or recovery may be entitled to benefits provided under the workers' compensation law (Chapter 386, HRS).

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OTHER BENEFITS AND SUPPORT PROGRAMS

It can be traumatic for an employee after a disaster to "pick up the pieces" at his/her home and cope with special family and financial needs. Here are some benefits that can help your employees.

EMPLOYEE COUNSELING

Employee counseling is a way to help employees cope with any post-traumatic feelings that can result from such a stressful situation as a disaster and help return their lives to normalcy. Counseling may be available through the Resource for Employee Assistance & Counseling (REACH) program or through the employee's health insurer.

CRITICAL INCIDENT STRESS DEBRIEFINGS (CISDs)

CISDs are group debriefing sessions that are provided after stressful, traumatic incidents. They give employees a chance to sit together and talk about their experiences.

In the event of a presidential-declared disaster or a larger scale state-declared disaster, the Department of Health (DOH) may be able to deploy State mental health disaster response personnel for CISDs. In such case, the DOH will coordinate additional crisis counseling services or CISDs with appropriate county, State, Federal, and private agencies, to help employees, supervisors, and managers manage their emotional conflicts.

ISLAND SAVINGS PLAN (DEFERRED COMPENSATION PLAN)

Employees who are participants in the Island Savings Plan and who suffer serious financial loss due to a disaster can apply for an emergency withdrawal of funds through the unforeseeable emergency (UE) withdrawal provision; or may choose to reduce/stop their contributions to free up some money from their paychecks. UEs must be pre-approved by the Deferred Compensation Plan Board of Trustees.

Part II: NEW HIRES FOR EMERGENCY WORK



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RECRUITMENT PROCEDURES

Some offices may need additional staff to assist in the clean-up and relief efforts. In addition, some offices may be short-staffed if a number of employees are deployed. Pursuant to Section 127A-12(b)(9), HRS, the Governor may authorize the hiring of workers to provide disaster relief assistance and supersede other directives which may have been issued controlling the establishment and filling of positions.

Q1: Recruitment of additional staff usually takes a long time. Is there a faster way to hire?

A1: If the Governor issues a proclamation to declare a disaster has occurred, departments can establish temporary, exempt positions, which would enable faster recruitment and filling of positions. Departments would cite Section 76-16(b)(17), HRS, as the appropriate subsection for exemption from civil service, and the supporting legal authority would be Section 127A-12(b)(9), HRS.

Q2: What application form do we use to hire the additional staff?

A2: Use the “DISASTER HIRE FORM”(Attachment 2) that is included in this Manual.

Q3: Do we need to obtain applicant statements about Hawaii Residency and Rehiring of County/State retirees?

A3: Yes, unless suspended by the Governor and/or designee or federal authority. The Hawaii residency forms, HRD 319a and 319b (Rev. 7/1/07), are currently the two forms used in every hiring action by Departmental Human Resources Offices and Payroll Offices involved in hiring. The rehiring of County/State retirees is covered by the Employees’ Retirement System, using form ERS-209 (1/2011).

Q4: How do I process the new temporary hires so they can get paid?

A4: Use the attached Disaster Hire Form (Attachment 2) to manually process temporary employees being hired for disaster relief work. The form must be sent to your Payroll Office by their payroll processing deadlines, via your Human Resources Office.

Q5: How much should I pay these new hires?

A5: Attachment 3 provides suggested pay rates for persons likely to be hired in emergencies, in various types of occupations.

Q6: Finding enough workers with specialized skills to do essential disaster recovery work in my area would be difficult. Can I contract with a company that provides “fee-for-service” employees?

A6: Generally, yes. However, there may be procurement and other legal requirements. If you believe you may need contract services, you should identify the potential sources and discuss the options with your supervisor, Departmental Human Resources Office, and Department Fiscal Officer as soon as practical – do not wait until the disaster occurs.

Q7: I know I would need additional workers, but I do not have any money in my budget to pay for them. What should I do?

A7: Discuss this issue, in advance, with your department Director, Department Human Resources Office, ASO and/or Budget & Finance. Note: Following a presidential emergency declaration, FEMA may reimburse 75% of reasonable wages paid to temporary employees who perform eligible emergency and restoration work.

Q8: Individuals may volunteer to assist with the clean-up and recovery efforts. Would we be required to verify their I-9 status to ensure their identity and their eligibility to work in the U.S.?

A8: No. According to the Bureau of Citizenship and Immigration Services (formerly known as the Immigration and Naturalization Service), if the individual is strictly a volunteer and is not compensated, the department would not be required to have the volunteer complete an I-9 form.

Part III: INTERRUPTION OF USUAL HRD SERVICES



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CIVIL SERVICE APPLICATIONS AND EXAMINATIONS

The State Recruiting Office (SRO) posts and accepts applications for civil service vacancies on the internet. If internet service is available, recruitments will continue. Depending on circumstances, or in the event of internet downtime, deadlines may be adjusted at HRD's discretion.

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CIVIL SERVICE INTERVIEWS

Departmental Human Resources Offices are responsible for coordinating the canceling and rescheduling of selection interviews for their own departments as determined by the disaster at hand.

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TRAINING

In the event of a disaster, all HRD-sponsored classes will be cancelled in the areas affected. Since there may not be sufficient time to notify departments of cancellations in advance, employees should listen to the EAS communications for notification that non-essential government operations will be shut down.

For classes scheduled at another In-Service provider (i.e. University of Hawaii or any of the Community Colleges), employees or departmental personnel representatives (on employee's behalf) should contact the vendor directly for further instructions on disaster related cancellations.

For both types of sessions, departments should assume that classes will resume as scheduled when the disaster is over, unless notified otherwise by HRD or by the training provider.

ATTACHMENTS





STATE OF HAWAII

Application for Leave to Provide Disaster Relief Services

Name: _____ Department: _____

Division: _____ Branch: _____

I request leave of absence with pay for _____ working hours during the following periods to provide disaster assistance to the State of Hawaii, or, American Red Cross.

From: _____, 20____ To: _____, 20____

- 1) Attached is a notice, order or request from the State of Hawaii for my services.
- 2) Attached is a request for my services from the American Red Cross.
- 2) Attached is a copy of my membership card indicating that I am a registered member of the American Red Cross Disaster Services Human Resources System.

Signature

Date

Division recommendation:

- () Recommend approval. The Governor of Hawaii or his/her emergency designee confirms that the disaster is of the category described under §78-23.5, HRS and issued a Proclamation, Declaration, Executive Order, or verbal communiqué via State Emergency Response System covered by §127A-12 as amended.
- () Recommend approval. The requested leave of absence imposes no undue hardship on operations. The American Red Cross (739-8112/8114) confirms that the disaster is of the category described under §78-23.5, HRS (Act 024, SLH 2003).
- () Recommend disapproval. This employee's absence during the period requested will impose undue hardship on operations.

Signature (Division Head or representative)

Department action:

- () Approved () Disapproved

Director

Please type or write legibly.

Completed by the Hiring Unit:

DISASTER HIRE FORM

Attachment 2

Employee Information

Department/Division: _____

Birthdate: _____

Last Four Digits of SSN: XXX – XX - _ _ _ _

Gender: ☐ Female ☐ Male
Check One:

Full Legal Last Name: _____

Marital Status: ☐ Single ☐ Married
Check one: ☐ Divorced ☐ Widowed

Legal First Name: _____

Middle Name: _____

Island: ☐ Oahu ☐ Molokai
Check one: ☐ Hawaii ☐ Maui

Suffix: _____

☐ Kauai ☐ Niihau

☐ Lanai ☐ Other: _____

Home/Mailing Address: _____

Street

Apartment #

City

State

Zip Code

E-mail address: _____

Landline Phone No: () _____

Cellular Phone No: () _____

Emergency Contact: Name: _____ Relationship _____

Phone () _____

Form I-9 Verification Date: _____

Leave blank, your department's human resources office will complete.

Residency Note to Department
Human Resources Office or Payroll
Office:

Complete Residency Forms HRD 319a, 319b , see right column

HRD 319a, 319b Dept. Responsibility:

[] Completed
[] Outstanding

Leave the below fields blank ("Federal Exempt" and "State Exempt").
Complete the forms indicated and attach them to the Disaster Hire Form.

Federal Exempt: _____
Requires Form W4

State Exempt: _____
Requires Form HW4

Completed by Department Human Resources Office or Payroll
Office:

Exempt Position Information

Verify applicability of Act 179 SLH 2010 (rehiring County/State retiree) - ERS determination

Job Title: _____
Enter the "Job Title that is reflective of the work assigned to the hired disaster response worker. See Attachment 4 for examples.

Payrate: _____
Enter the employee's hourly rate.

Job Code: _____
Code

FICA Code: N

Retirement Code: N
If Y and recent ERS Retiree, complete ERS-209

Payroll Number: _____
Code

Warrant Distribution: _____
Code

Program ID: _____
Code

UAC: _____

UAC Percent: _____

UAC: _____

UAC Percent: _____

UAC: _____

UAC Percent: _____

UAC: _____

UAC Percent: _____

UAC: _____

UAC Percent: _____

Completed by the Appointing Authority:

Action / Authorization

Action: ☐ New Hire ☐ Employee Termination Date (COB) ☐ Employee Info Change ☐ Exempt Position Info Change

Enter a checkmark next to the desired action.

Effective Date of Action: _____
Date of the action indicated.

End Date (if known): _____

Appointing Authority: _____
Signature

Date: _____
Enter the date the Disaster Hire Form was signed.

Type or Print name

Submit to Departmental Payroll Office in accordance with department's payroll due dates.

Instructions to Disaster Hire Form

General Instructions

Use this single page Disaster Hire Form to communicate hire information to your Departmental Human Resources Office when you receive authorization to hire disaster response workers to provide general and specific disaster mitigation services immediately following the occurrence of a disaster.

Please ensure that all entries are legible and type the information whenever possible. The forms will be used to collect and organize the information before entering it into the HRD HRMS at a later date as knowledgeable personnel authorized to access the HRMS may be impacted by the disaster or the HRD HRMS may not be operational due to affects of the disaster.

If the HRD HRMS is not available and the payroll processing due dates will be missed, the completed Disaster Hire Form is to be forwarded for attachment to the Payroll Change Schedule pursuant to your department's fiscal/payroll office instructions.

Disaster response workers shall be hired as exempt employees pursuant to Hawai'i Revised Statutes, Section 127A-12. These exempt employees shall be paid on an hourly basis and their pay periods shall be the same as hourly paid employees.

Specific Instructions

The Disaster Hire Form is divided into three parts and is designed for manual hand-written or type-written entry. All entries must be completed, unless otherwise stated in these instructions. The following specific instructions describes by part, the information that is to be entered.

Part I. Employee Information—to be completed by the Hiring Unit

"Department/Division"	Type or print employee's department and division.
"Last Four Digits of SSN"	Type or print the last four digits of the employee's social security number.
"Full Legal Last Name"	Type or print employee's full legal last name.
"Legal First Name"	Type or print employee's first name.
"Middle Name"	Type or print employee's middle name or initial(s).
"Suffix"	Type or print Jr, Sr, Dr, II, III, if applicable.
"Home/Mailing Address"	Type or print employee's home or mailing address.
"E-Mail Address"	Type or print employee's E-mail address.
"Landline Phone Number"	Type or print employee's area code in the parenthesis ()
"Cellular Phone Number"	Type or print employee's area code in the parenthesis ()

“Emergency Contact”	Type or print name, relationship and phone number
“Form I-9 Verification Date”	Leave Blank, the department’s human resources office will complete.
“Residency Note to Departmental Human Resources or Payroll Office”	Ensure completion of Residency Forms “HRD 319a, 319b” if applicable in this emergency situation.
“Birth Date”	Type or print employee’s birth date.
“Gender”	Enter a check mark (√) in the applicable box.
“Island”	Enter a check mark (√) in the applicable box where employee resides. If not residing in Hawaii, fill in location in Other.
“Marital Status”	Enter a check mark (√) in the applicable box.
“Federal Exempt”, Tax Credit”, and “State Exempt”	Leave Blank. Employee to complete Federal Form W-4 and State Form HW-4 and staple to the Disaster Hire Form.

Part II. Exempt Position Information—to be completed by the Human Resources Office or Payroll Office, as appropriate.

“Verify applicability of Act 179 SLH 2010 (rehiring of County/State retiree) ERS Determination”	Important notice to Human Resources Office or Payroll Office to obtain from applicant that he/she is exempted or is no longer covered by Act 179 prohibition of rehiring County or State retirees before the 6-month or 12-month period after retirement. This is a state ERS law but, is based on federal tax law.
“Job Title”	See the attached ‘Suggested Pay Rates for Persons Hired for Disaster Response Emergencies’ table (Attachment 3). Enter the “Job Title” that is most reflective of the work that is assigned to the hired disaster response worker.
“Pay Rate”	Type or print the hourly pay rate for the hired disaster response worker. The D-55 (Individual Time Sheet) is used to process payment.
“Job Code”	Type or print the code shown in the “Job Code” column that is located before the “Title” that was selected for the hired disaster response worker.
“FICA Code”	“N” is the defaulted FICA code.
“Retirement Code”	“N” is the defaulted Retirement code. If Y = Yes and if ERS Retiree, complete ERS-209 (1/2011).
“Payroll Number”	Type or print the appropriate payroll number code assigned by your department.

“Warrant Distribution”	Type or print the appropriate warrant distribution code assigned by your department.
“Program ID”	Type or print the appropriate program ID code assigned by your department.
“UAC”	Type or print the uniform accounting code assigned to your department. There are five UAC fields available for those departments with multiple funding codes.
“UAC Percent”	Type or print the uniform accounting code percent. There are five UAC percent fields available for those departments with multiple funding percents.

Part III. Action/Authorization—to be completed by the Appointing Authority

“Action”	Enter a check mark (✓) next to the action indicated.
“Effective Date of Action”	Type or print the date of the action.
“End Date”	Type or print the end date of the appointment, if known.
“Appointing Authority”	Signature of the individual authorized to take the indicated actions. If there is no one at your location authorized to take such actions, leave blank for follow up by your department’s Human Resources Office. Type or print the appointing authority’s name.
“Date”	Type or print the date the Disaster Hire Form was signed. Leave the field blank if no one is authorized to sign at your location.

NOTE: Submit to Departmental Payroll Office in accordance with department’s payroll deadline dates.

Suggested Pay Rates for Persons Hired for Disaster Response Emergencies

Additional temporary personnel may be needed to provide services during an emergency situation and subsequent recovery efforts. Such temporary employees will be hired through special emergency procedures and, therefore, will not occupy regular positions nor will they receive the pay and benefits available to other state employees.

The titles and pay rates on this page are provided only as guidelines to assist in the recruitment/hiring of individual temporary employees. They are based on market pay rates, where such data is available. Actual rates to be offered by program managers to individuals may differ, depending on factors such as the availability of qualified persons in the labor market, the urgency of the situation and the fact that these temporary personnel receive no benefits.

Departments may hire other temporary employees with other titles to perform other necessary work.

Departments may also find it necessary to contract for services with companies that provide fee for service employees or contract services in these and other areas. Departments that can anticipate the need for a significant number of specialized workers may wish to identify such sources in advance of the need.

Code	Title	Hourly
21.006	Office Assistant	\$17
21.006	Senior Office Assistant (Claims Exam, etc)	\$21
21.003	IT Technician (Computer Operator, etc.)	\$24
22.002	IT Specialist	\$39
22.002	Administrative Professionals (Fiscal, Procurement, Personnel, Insurance Examination, etc.)	\$26
22.002	Professional Supervisors	(a)
26.005	Health Care Assistant	\$17
26.003	Practical Nurse	\$24
26.002	Registered Nurse	\$50
26.002	Pharmacist	\$63
26.002	Dentist	\$82
26.002	Physician	\$87
26.002	Psychiatrist	\$133
26.002	Other Health Care Professional (Physical Therapist, Occupational Therapist, Nutritionist, etc.)	\$40
23.002	Social Worker	\$30
23.005	Caregiver	\$16
23.005	Outreach Worker	\$18
23.002	Psychologist	\$54

Code	Title	Hourly
27.002	Licensed Architect	\$38
27.002	Licensed Engineer	\$41
28.002	Investigator	\$25
28.003	Construction Inspector	\$23
28.004	Firefighter (24-hour Shift)	\$25
28.004	Firefighter (40 hour)	\$28
28.004	Security Officer	\$18
29.008	Janitor	\$16
29.008	Laborer	\$18
29.008	Crew Leader	\$23
29.008	Warehouse Worker	\$16
29.008	Cook	\$18
30.008	Trades Helper	\$20
30.007	Automotive Mechanic	\$28
30.007	Electrician	\$30
30.007	Other Skilled Trades Worker (Carpenter, Plumber, etc.)	\$28
30.008	Truck Driver	\$22
30.008	Equipment Operator	\$22
30.007	Heavy Equipment Operator	\$28

(a) Professional Supervisors – pay rates that are 10 to 15% higher than professional employees being supervised are suggested.

Note: Federal Emergency Management Agency (FEMA) may reimburse 75% of reasonable wages paid to temporary employees who perform eligible emergency and restoration work.

Work that may be eligible for FEMA reimbursement includes: Emergency debris removal; emergency protective measures; and permanent restoration.