

TITLE: Emergency Service Pay

I. PURPOSE AND SCOPE

This policy provides direction for paid leave for employees providing emergency services. It applies to all City of Avondale employees.

II. POLICY STATEMENT

It is the City of Avondale policy to assist other agencies during a declared emergency, so long as the assistance does not create a hardship for the City of Avondale.

III. POLICY PROVISIONS

- A. The City of Avondale will pay an employee his/her regular salary and benefits during assignment of up to thirty (30) calendar days to provide requested professional or technical services for a declared emergency.
- B. The request for professional services must be through a professional association, the American Red Cross, or by direct order of a municipal, state, or federal agency. The declaration of an emergency situation may be by order of the President of the United States or the Governor of the affected state or states.
- C. The extension of the paid leave period will be considered by the City Manager on a case-by-case basis.

IV. PROCEDURES

- A. The leave request must be approved by the employee's department director and City Manager; it may be denied if the employee's absence creates a hardship for the department.

V. APPROVAL



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David Fitzhugh, Acting City Manager

March 19, 2014

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Date of City Manager's Approval