



**Texas A&M AgriLife Extension Service  
Agency Emergency Response Guidelines  
11/16/2021**

In the event of a declared state or federal emergency, the agency director may authorize activation of various Texas A&M AgriLife Extension Service (ALEXT) emergency response support teams located across the state. The Extension Leadership Team (ELT) and Disaster Assessment and Recovery (DAR) program director will work collaboratively to engage appropriate Central Leadership Team (CLT) members in determining the agency response to each specific incident. Activation of any AgriLife Extension personnel will require approval by the employee's supervisor with such approval being coordinated by the DAR unit.

**Section 1**

ALEXT may be requested to respond to emergency incidents working with other state and federal partners. Incidents will generally be classified in one of the following two categories:

1.1 Texas incidents- emergencies for which the State of Texas has a declared disaster and is financially responsible. Expenses for these incidents are usually paid from state resources.

1.2 Federal/Out of State incidents- emergencies for which another state or the federal government has a declared disaster and has financial responsibility. Expenses for federal/out of state incidents are billed to the responsible state or federal (i.e., FEMA) agency. Agreements between ALEXT and the applicable entity will be required for these incidents.

Federal/out of state incidents are defined as:

- a. Federal incident - a federally declared emergency in the State of Texas in which the Federal Emergency Management Agency (FEMA) provides financial assistance to the state. ALEXT may work through Texas Department of Emergency Management (TDEM) on a federally declared emergency. ALEXT will seek reimbursement of expenses through TDEM or FEMA.
- b. Out of state incident - an incident in another state which has been declared an emergency either by that state or the federal government (FEMA) and the other state has formally requested assistance from Texas.

**Section 2**

**2.1 Exempt Employees (Salaried) Overtime Guidelines**

ALEXT exempt employees are not eligible for overtime pay or compensatory time except under certain limited conditions.

Employees responding to an incident are eligible for compensatory time at the straight time rate when the agency director has approved activation of personnel. This includes both Texas and Federal/Out-of-State incidents. Overtime at the straight time rate (based on 2080 hours annual) may be paid in lieu of compensatory time at the discretion of the Director. Overtime for an incident will normally be handled as follows:

- a. The payroll reporting week for incident hours is Sunday through Saturday. Any week with incident hours will be reported via the Incident Command System activity log (ICS 214) and through Workday Time Module.
- b. For the purpose of this guideline, the regular business work week starts Monday and ends Friday. Normal works hours are eight hours a day.
- c. An employee who is required to work all or part of a holiday on emergency response will be allowed to take the holiday (or portion thereof) on another day, as agreed upon by the employee and supervisor. The employee will be paid for the actual hours worked. The employee must report the number of hours off for holiday time and the number of hours worked. For the purpose of this procedure, the regular holiday schedule is from 8 a.m. to noon and 1 p.m. to 5 p.m. for a total of eight hours.

## **2.2 Non-Exempt Employees (Bi-Weekly) Overtime Guidelines**

Overtime for non-exempt employees will be managed in accordance with System Regulation [31.01.09](#) Overtime and agency procedure [31.01.09.X0.01](#).

### **Section 3**

#### **3.1 Directed Days Off**

Employees may be instructed by the Director or designee to take directed days off. Employees will be instructed as to whether that time is reported as part of the project.

#### **3.2 Participation in Required Emergency Exercises**

Employees may be required on occasion to participate in emergency training tabletop or full-scale exercises. Compensatory time shall be granted for overtime hours worked.

#### **3.3 Recordkeeping for Compensatory Time/Overtime**

The Incident Command System activity log (ICS 214) will be used to report all incident hours. Compensatory time for all employees is maintained in Workday Time Off module.

#### **3.4 Use of Compensatory Time**

Compensatory time will be managed in accordance with System Regulation [31.01.09](#) Overtime. Compensatory time may be requested in the Workday Time Off module. Employees should

take compensatory time before using vacation. Supervisors are responsible for monitoring comp time balances and ensuring time is taken in a timely manner and large balances do not accumulate.