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## **Guidelines for Identifying Eligible Administrative Activities in the Case of a Natural Disaster/Emergency Conditions or Public Health Crisis**

During a declared emergency, LDH is responsible for Emergency Support Function (ESF) 8 of the State Emergency Operations Plan. ESF 8 responsibilities include coordinating public health and sanitation, providing emergency medical services, hospital services and behavioral health services to disaster victims and responders.

ESF 8 expenditures incurred in response to a disaster/emergency/public health crisis are reimbursable by FEMA if they are for emergency protective measures. The definition of emergency protective measures will vary depending on the circumstances of each specific event.

Administrative work that directly supports the ESF 8 function is eligible for FEMA reimbursement, but only overtime labor costs are FEMA reimbursable for budgeted employees. The overtime must directly support the ESF 8 function of LDH.

Regular time worked for budgeted employees is not eligible for FEMA reimbursement.

LDH Policy #27.1 titled “LDH Policy on Overtime Compensation for Disaster Operations Work” sets the standard for coding and compensation of overtime hours relative to disaster operations and emergency management. The policy defines disaster hours worked as time spent in “working at an assigned Emergency Direct Operations Site and/or **performing disaster operations tasks in direct support of an ESF 8 function.**”

For those employees not working at an Emergency Direct Operations Site, the following tasks are examples, but are not all inclusive, of direct support administrative tasks of an ESF 8 function:

### **Direct Support Administrative Tasks**

- Developing/Adjusting employee guidance for activities related to the event
- Developing/Analyzing budget impacts
- Developing expenditure tracking process and reporting

- Providing information technology support for activities related to the event
- Providing procurement support for the event
- Coordinating/Developing rule/SPA changes in response to the event
- Coordination of media and external communications related to the event
- Coordination/Responding to legislative inquiries relative to the event
- Legal review of HR and/or rule/SPA or contract changes in response to the event
- Payroll review of additional documentation required by the event
- Responding to direct public requests for information relative to the event
- Additional facility maintenance/procedures required by the event

## **Supervisory Responsibility**

Supervisors are responsible for determining direct administrative support activities and approving their employees to code overtime for those activities appropriately.