

## Agenda for Delaware Continuity Coordinator Council



**February 26, 2015**  
**1 p.m. – 3 p.m.**

### **Lync Meeting Logon:**

<https://meet.state.de.us/claurette.martin-wus/NEGNMU3S>

*Audio Portion: Call into (302)526-5475; Conference ID 9052127#*  
*Mute Your Line, but **DO NOT** Put Your Line on Hold*

**\*Once logged in, please send a message through the chat box with your full name so we can more easily take attendance. Your line must be muted, but you can use the chat box to communicate\***

Connection can be established beginning at 12:50pm.

### **Physical Meeting Location:**

DHSS (Edgehill Training) Room, 43 South Dupont Hwy, Dover, DE

- **Attendees:** Sandra Alexander, Charles Bryant, Dan Cahall, Mark Devore, Carolyn Dunch, Mary Hansen, Alex Krajewski, Claudette Martin-Wus, Laura Mensch, Catherine Oravez, William Pickrum, Greg Roane, Karen Sweeney
- **DECCC Updates**
  - Statewide COOP Exercise scheduled for April 30, 2015
  - Officer positions will be held in May for Disaster Recovery Officer, Facilities Officer, and Vital Records Officer
  - The Survey distributed in November was gathered and analyzed. The results are provided in the Power Point slides below.
  - Going forward, 3 of the 4 quarterly meetings will be held remotely through Lync. It will be broadcasted from DTI's location for anyone who wants to join physically. 1 meeting will be held only physically and not through the computer. The expected physical meeting will be August 27 when FEMA presents in New Castle. This format of 3 remote meetings and 1 physical meeting will continue for future years.
- **HR & COOP: The Sequel** (Amy Bonner)
- **Break**
- **LDRPS Tips/Tricks**
- **Q&A Session**

### **DECCC Steering Committee members:**

Claudette Martin-Wus – Co-Chair

*Vacant* – Co-Chair

*Vacant* – Vice-Chair

Monica Fisher – Education and Training Officer  
Carolyn Dunch – IT Systems Officer  
John Mancus – Disaster Preparedness Officer  
Mark Devore – Facilities Officer  
Lori Gorman – Vital Records Officer

**\*\*If interested in the vacant position(s), please contact any one of the Steering Committee members\*\***



# Delaware Continuity Coordinator Council (DECCC)

February 26, 2015

## Agenda

- **Welcome/Introductions**
- **DECCC Updates**
- **HR & COOP: The Sequel**  
(Amy Bonner)
- **LDRPS Tips/Tricks**
- **Q&A**

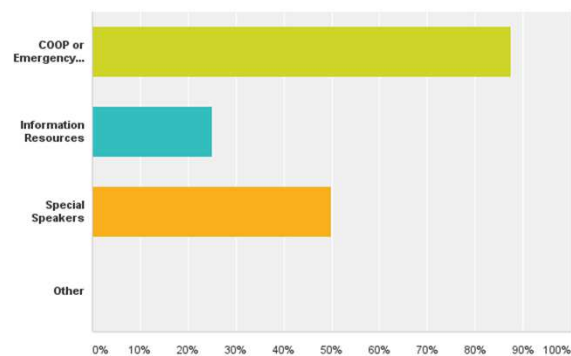
## DECCC Updates

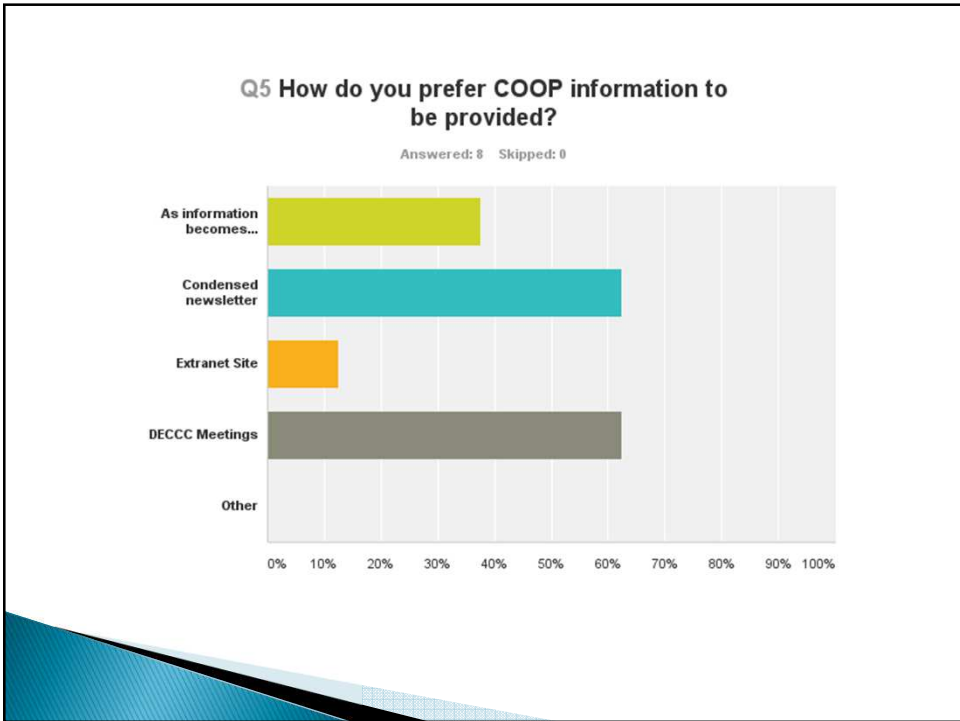
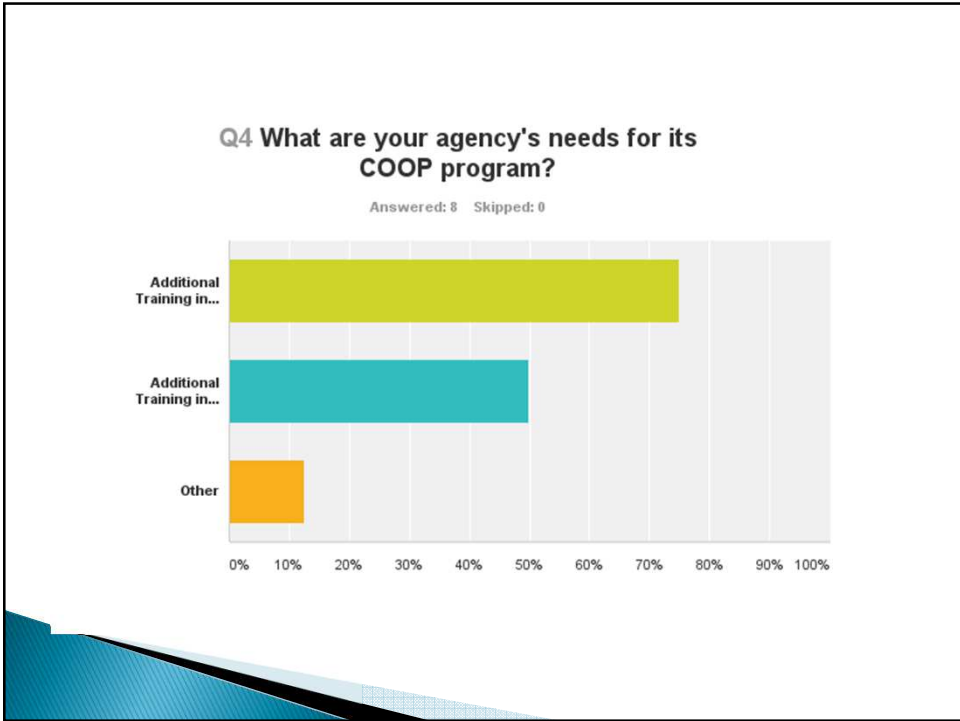
- Statewide COOP Exercise - April 30
- May Elections
  - ❑ Disaster Recovery Officer
  - ❑ Facilities Officer
  - ❑ Vital Records Officer
- Survey Results
- Future Meeting Locations

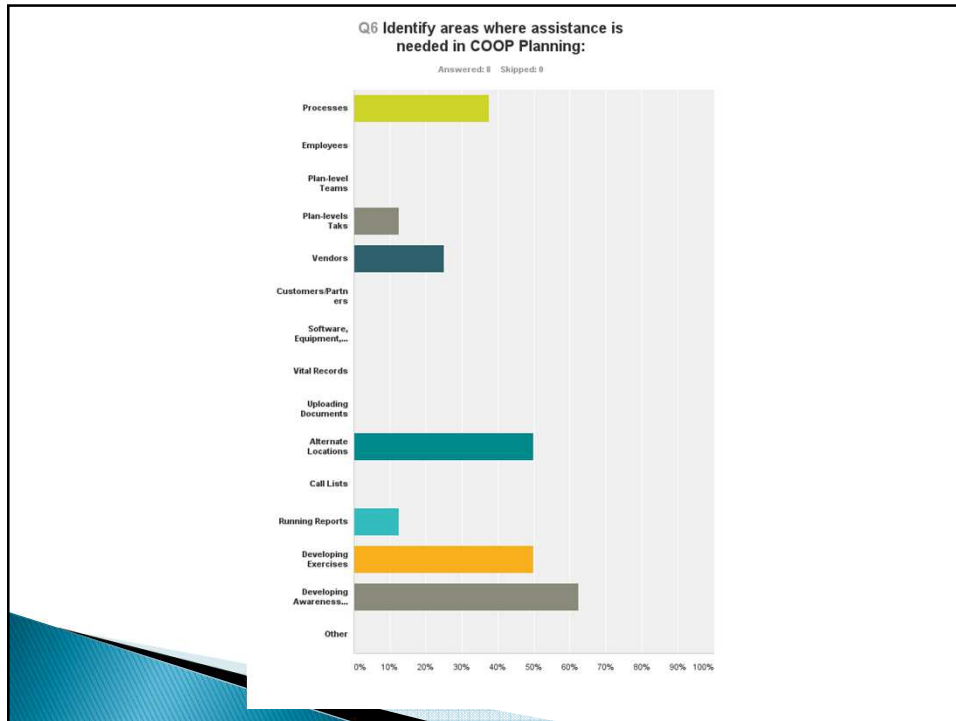
## DECCC Quality Survey Results

Q3 What would you like to see at the quarterly DECCC meetings?

Answered: 8 Skipped: 0

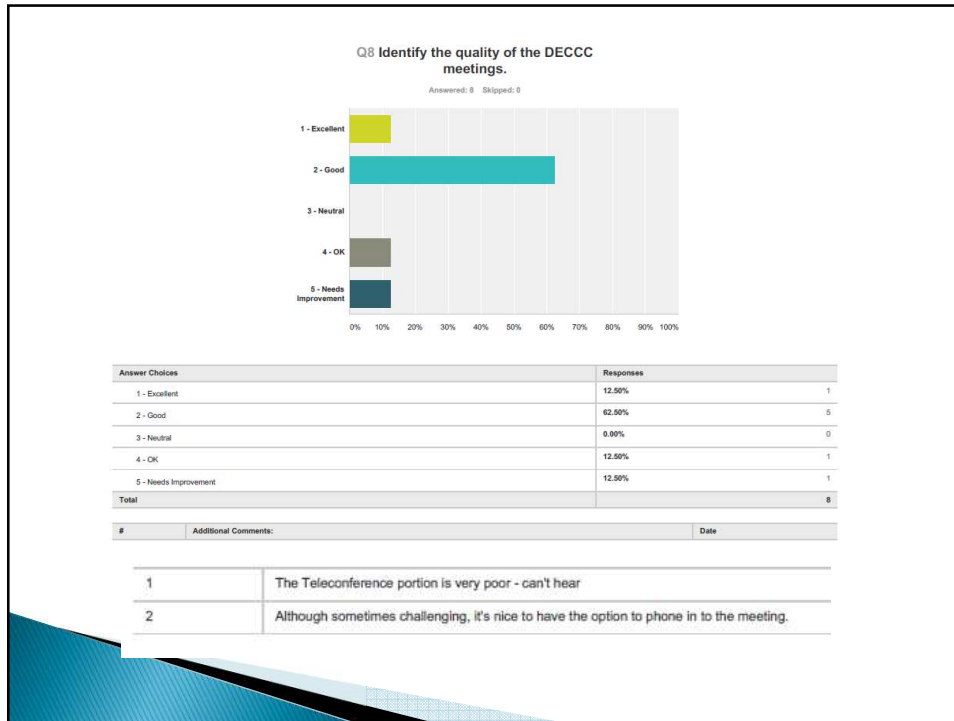






**Q7 What topics do you want to see added to DECCC meetings?**  
 Answered: 1 Skipped: 7

#	Responses	Date
1	COOP Best Practices	11/24/2014 8:05 AM



## HR & COOP: The Sequel

- ▶ Presented by Amy Bonner

## LDRPS Tips/Tricks

- ▶ Common Reports

Q&A



Happy Holidays!  
See you in 2015!



# Human Resources & COOP

Amy Bonner, Deputy Director  
OMB, Human Resources

## Applicability

- Applies to merit agencies
- Non-merit agencies should consult with agency HR office
- Merit Rules can be found at <http://www.delawarepersonnel.com/mrules/>
- Statewide General Employee Policies can be found at <http://www.delawarepersonnel.com/policies/>

## Emergencies Happen

- Identify extent of incident
  - Large-scale incidents will involve Governor decisions
  - Smaller incidents may not involve Governor declaration
  - HR Office is involved in multiple ways

## Governor Declared

- OMB Representatives are on Governor calls to provide recommendations and receive Governor decisions
- OMB HR communicates impact through media, website, etc.
- OMB HR records appropriate incident documentation, Governor's decision, and ensures employee benefits (pay, medical/dental, pension contribution, etc.) are reconciled during event

## Agency Declared

- Provide agency with assistance (i.e. emergency hiring)
- Provide employee assistance (i.e. coordinate mass counseling services)

## Furloughs

Does the appointing authority have the authority to furlough employees?

Only the Governor or his designee can approve furloughs or closure of government offices. Approval would need to be granted by the Governor's Office.

§ 5928 Layoffs; transfers; reductions.

The rules shall provide for layoffs, transfers or reduction in rank because of lack of funds or work, or abolition of a position, or material change in duties or organization and for reemployment of employees so laid off, giving consideration in each such case to performance record and seniority in service.

## Furloughs

If a furlough were approved...

- No pension credit for unpaid time
- No sick or annual leave accrual for unpaid time
- Medical Coverage:

5.11 An employee who has **a break in active employment** due to authorized leave of absence, suspension, termination or unauthorized leave of absence without pay for a full calendar month, shall not be eligible for State Share for that calendar month and any subsequent calendar month that the employee is in a non-pay status for the entire calendar month. **In the case of an authorized leave of absence, an intermittent return to work or use of paid leave of less than five full days in one month, the employee shall not be entitled to State Share contributions. Full payment must be made for the month in order to retain coverage.**

## What Can We Do?

- Do not address emergencies specifically
- Merit Rule 1.4: The State has the exclusive right to manage its operations and direct employees except as specifically modified by these Rules.
- Merit Rule 3.2: Employees may be required to perform any of the duties described in the class specification, any other duties of a similar kind and difficulty, and any duties of similar or lower classes. Employees may be required to serve in a higher position; however, if such service continues beyond 30 calendar days, the Rules for promotion or temporary promotion shall apply, and they shall be compensated appropriately from the first day of service in the higher position.
- Occupational Series

## Working Out of Class and Temporary Promotion

### HR Procedures Manual:

- Employees may perform the duties of a higher position in an emergency or in relief of another employee for up to 30 calendar days without an increase in salary. However, if such performance is required for a period in excess of 30 calendar days, the employee shall be temporarily promoted and compensated accordingly.
  
- Employees must meet the minimum qualifications of the position to which they are being temporarily promoted. Temporary promotions cannot exceed 6 months. It is not within the spirit of the Merit Rule to have employees serve 29 days, remove them for a short duration, and have them serve another 29 days without compensation.

## Delaware Code

Title 20 Chapter 3116. Powers.

(a) In addition to any other powers conferred upon the Governor by law, the Governor may:

(3) Utilize all available resources of the state government as reasonably necessary to cope with the emergency or disaster;

(4) Transfer the personnel, functions, and/or responsibilities of state agencies or units for the purpose of performing or facilitating emergency or disaster services;

## Options to Consider

- **Alternate Work Locations**  
    **"Reassignment"**: Any movement within the same budgeted position within the same county.
- **Telecommuting**
- **Ask for volunteers to work in other capacities**
- **Work with your HR Office and/or OMB-HRM to determine appropriate alternatives**