

City of Amarillo
Personnel Policies and Procedures

Policy Title: Portal-to-Portal Deployment

Policy Number: 1610

Effective Date: May 7, 2024

Approved by: Floyd Hartman, Interim City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

Provide standard protocols for all employees deployed to other jurisdictions during a disaster/emergency area that qualifies for funding reimbursement from the Texas Department of Emergency Management (“TDEM”), or another reimbursing governing agency.

II. Scope

The Portal-to Portal Deployment policy applies to all employees deployed to a disaster/emergency area.

III. Procedures

- III.1 Members deployed under the TEEEX “portal-to-portal” Memorandum of Agreement (“MOA”) or Memorandum of Understanding (“MOU”) will be paid on the front-end, based on the daily report to the point of contact.
- III.2 Members deployed under the TDEM “portal-to-pay”, a MOA, MOU, or other approved interjurisdictional agreement, will be paid on the front-end but based on the current TFS Texas Intrastate Fire Mutual Aid System (TIFMAS) Business Manual and/or TEDEM Mutual Aid Reimbursement Guide.
- III.3 During times of deployment, FLSA exempt employees will convert to a temporary non-exempt status for purposes of incremental time tracking. During times of temporary non-exempt status, these employees will clock in/out for the duration of the deployment.
 - A. Upon resumption of normal work assignment, employees will be converted back to an exempt status.

IV. Exceptions

- IV.1 The City Manager reserves the right to modify, override, or make exceptions to this policy.