



SCHOOL DISTRICT OF HILLSBOROUGH COUNTY

Division of Human Resources

To: Shelter Managers / Department Managers
From: Mark West, General Manager of Employee Relations
Date:
Re: Hurricane Summary Records

If your site incurs expenses due to a hurricane, there are seven forms that may be applicable to your site. The forms can be found in **IDEAS** by clicking on **Departments**, under **Chief of Staff** click on **Security/Emergency Management** and finally the folder labeled **Hurricane/Shelter Information**.

Shelter Sign-in Sheet: Please use a separate sheet for each day. If an employee should work beyond midnight, please have them sign out at midnight and sign-in back in on the sheet for the next day.

Contract/Rental Summary: See notes at the bottom of the form

Equipment Expense Summary: If equipment was rented to assist in the preparation for the hurricane, this form needs to be completed, otherwise please disregard. The **site Administrator** must approve and sign this form.

Labor Summary: This form must be completed as a “summary” of all employees who worked due to the storm, one line for each employee. Remember to include **all** personnel who worked, including those that may not be permanently assigned to your site. The total hours on this form should be equivalent to the total of all hours listed on the above “Overtime Incurred Due to Hurricane” form. The **Supervisor must sign** this form.

Materials Summary: This form is self-explanatory; however, please note that the cost of meals is submitted through the Food Services Department. The site Administrator must sign this form.

Total Cost Summary: This form should be completed after all other applicable forms have been completed. All other forms from your site should be attached to this form.

Travel Summary Record: This form only needs to be completed if an employee must be reimbursed for mileage using their own vehicle or additional mileage on District vehicles or for direct paid lodging/meals. The **Supervisor must sign** this form.

These forms must be completed **ASAP**, within the first week of returning back from the hurricane.

If you need assistance in completing the forms, or you have any questions, please feel free to call Cindy Biggs at 272-4035. All forms should be sent via email to Cynthia.biggs@sdhc.k12.fl.us.