



County of Henrico, Virginia

INTEROFFICE MEMORANDUM

TO: Agency Heads and Key Officials

SUBJECT: Timekeeping—Hurricane Katrina

FROM: Director of Human Resources
Director of Finance

DATE: September 12, 2005

All of you know how Hurricane Katrina has devastated the citizens and communities along the Gulf Coast. The County Manager recently issued a news release concerning Henrico County's fund-raising campaign under the coordination of Art Petrini and Gordon Ragland. Funds raised through this campaign will be distributed to the Greater Richmond Chapter of the American Red Cross.

Fire Chief Ron Mastin also distributed last week an e-mail communication. Chief Mastin advised that it may be important to record and track any approved time worked by County employees that may be directly related to the tragedies associated with Hurricane Katrina.

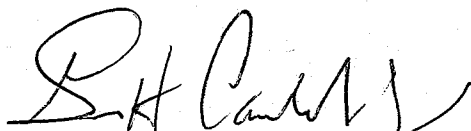
Accordingly, please remind your timekeepers and employees to record all time worked that is directly related to this emergency situation using one of the following codes:


- M00—Overtime at half-time pay
- M10—Overtime at straight pay
- M20—Overtime at time and a half pay
- M30—Exception overtime

Use of these codes until further notice will enable quicker and more accurate retrieval and reporting of this information from MAPS—our Management and Personnel System/Time Reporting Module. This will be critical for the County qualifying for FEMA reimbursement.

Should you have any questions, please contact:

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c: County Manager