

<b>ARIZONA</b> <b>Department of Emergency and Military Affairs</b> <b>POLICY</b>	<b>POLICY LETTER NO. 25.11</b>	
	<b>DATE</b> 10 Aug 24	<b>OPR</b> DEMA
<b>SUBJECT:</b> Deployment Pay Policy	<b>REGULAR POLICY LETTER</b> <b>DISTRIBUTION (POLICY LETTER 10.01)</b>	

**1. Applicability:** This policy is applicable to DEMA state civilian employees who deploy on Emergency Management Assistance Compact (EMAC) deployments out of state.

**2. Purpose:** This policy outlines procedures for deployment pay and support pay during EMAC deployments.

**3. References:**

- a. A.R.S.§ 26-102, Military Affairs and Emergency Management
- b. A.R.S.§ 23-204, Employee benefits; state preemption; exemption; definition
- c. A.A.C. R2-5A-404, Overtime


**4. Policy:**

**4.1. Deployment Pay:**

- a. State civilian employees deploying on EMAC assignments who work in excess of 40 hours per workweek or in excess of a work period shall be compensated as defined by the FLSA by either: additional pay at the rate of 1 1/2 times the employee’s regular rate for each excess hour worked, or compensatory leave at the rate of 1 1/2 hours for each excess hour worked. An employee shall select either overtime pay or compensatory leave for overtime compensation. If the employee selects both overtime pay and compensatory leave, the agency head shall determine which applies. If an employee’s compensatory leave balance reaches the maximum allowed in subsection (E) of AAC R2-5A-404, the agency head shall compensate the employee by overtime pay.
- b. All deployed personnel must complete a daily activity log to be eligible for additional compensation as outlined in this policy.

**4.2. Support Pay:** Exempt employees directly coordinating the deployment and providing administrative support will receive an additional \$50 per day stipend for any day spent supporting EMAC deployments when more than 6 missions are active.

**5. Administration:** Point of Contact (POC) for this policy is the Chief of Staff for the Emergency Management Division, at 602-464-6224.

  
 KERRY L. MUEHLENBECK  
 Major General, AZ ANG  
 The Adjutant General