

Inclement Weather Policy

The County's Inclement Weather Policy outlines procedures for closing county offices and handling employee absences due to severe and unsafe weather conditions and other emergencies. **NOTWITHSTANDING ANYTHING IN THIS POLICY, IF CIRCUMSTANCES MAKE IT UNSAFE FOR YOU TO TRAVEL, DO NOT TRAVEL TO WORK AND CONTACT YOUR DEPARTMENT HEAD AND/OR SUPERVISOR.**

Policy

If citizens, clients, or employees are endangered, or conditions/events impede a county department's or agency's regular work and responsibilities, that county department or agency may need to close or restrict its activities. The Chairman will work with the County's administration and department heads to determine the conditions for the closure. Final decisions regarding closure or activity restrictions will be made by the Chairman. Before or during periods of inclement weather or emergency, the County Manager and Emergency Management Director will confer and make recommendations to the Chairman about closures or activity restrictions.

Communication of Closure

If local agencies or departments are threatened by inclement weather or an emergency, agency or department heads will be notified about closures or other changes from the County's administration, elected officials, and/or the Emergency Management Director. Said department heads are tasked with notifying employees in their department about closures or other changes.

Any closure decisions will be announced by the County's administration, Chairman, and/or Emergency Medical Director as soon as possible. If no closure announcements are made, employees should report to work or contact their supervisor or other personnel designated by the department head.

Treatment of Absences

(1) If any part of an agency or department is closed by action of the Chairman, or (2) an employee cannot perform his or her work duties due to the weather or emergency and that employee's supervisor approves the absence, the affected employees will be credited with up to three days of regular pay. Beyond the three days granted, employees are authorized to utilize vacation or sick time for closure. If the employee is absent for personal reasons unrelated to the weather or emergency, the employee's absence will be charged to available leave or compensatory time or be unpaid, depending on the circumstances.

Essential Employees

Essential employees are those who must work during inclement weather or other emergencies. They are deemed essential at the discretion of the department head. Essential employees who are required to work during inclement weather or other emergencies will be granted vacation hours

equivalent to a regularly scheduled shift for each shift worked during the emergency, in addition to any overtime earned.