

Inclement Weather Policy

Effective Date: Adopted 1/82; Revised 1/88; 4/97; 3/10; 12/11, 10/14, 11/14, 1/18

§-I. PURPOSE To provide procedures for the operation of the county in the event of inclement weather.

§-II. SCOPE All Employees

§-III. POLICY In conditions where inclement weather will affect the normal operations of the county, the County Manager will consult with elected officials regarding the suspension of normal operations including the delay or closure of County facilities and subsequent opening_of specific facilities.

§-IV. PROCEDURES

A. Inclement Weather Procedures for Declared Closures/Delays.

- 1.** A joint announcement of any closings will be made through the office of the County Manager via local television and radio stations, and the County website.
- 2.** All BOC employees are expected to report for their assigned duty at their assigned hour at their assigned place of assembly unless a delay or closing of County facilities is announced.
- 3.** All non-BOC employees are expected to follow the directive of their elected officials on reporting to work.
- 4.** Emergency and other essential BOC employees designated by their department heads who are required to work will be compensated for the time worked during the closure or_delay at their regular rate.
- 5.** If the inclement weather occurs outside of normal business hours, on a holiday or a weekend when the county administrative offices are normally closed, the County Manager, in consultation with the elected officials, will make a determination as to whether or not to consider the event severe enough to implement this policy. If the determination is made to consider the county normal operations suspended, then the inclement weather policy would be in effect.
- 6.** Should there be a decision to close or delay opening of some or all facilities, the closing will begin at the time the determination has been made and will conclude when the decision has been made to resume for normal operations. All time between the opening and the closing will be considered inclement weather time. Compensation for all employees normally scheduled to work during a closure/delayed opening period will be handled as follows for employees in pay status the scheduled shift prior to the closure(s)/delay(s) and the scheduled shift following the closure(s)/delay(s). Pay status means the employee has to have been in pay status (received pay whether for worked time or paid leave) the shift prior and the shift following the closure or delay to receive the inclement weather pay.
 - A.** Full-time Employees who cannot work due to a closure or delay will receive pay for the number of hours they were scheduled to work during the specified inclement weather event, but not to exceed the number hours in the employee's scheduled shift.
 - B.** Those full-time employees who are required to work during the during the specified inclement weather event will receive the same time in the form of annual leave accrual to

take at a later date in addition to pay provisions described above in procedure number 4. Annual Leave will accrue in the same amount of time worked.

C. Any compensation granted for employees who cannot work during a closure or delay is not included in overtime calculations for that pay cycle. Only hours worked during the pay cycle are included for overtime calculation.

D. For part-time employees, departments may in lieu of pay as outlined in this policy allow part-time employees to make up time during the remainder of the pay period that the delay and/or closure occurs as long as work is available in their department or another department.

E. Employees who cannot report to work are required to notify their supervisor. Annual leave, if available, will be posted to the employee's time record for the hours scheduled to work.

1. Employees failing to call in will be considered on an unauthorized absence. Use of annual leave during an unauthorized absence will be at the discretion of the department head.

2. Sick leave cannot be used for an inclement weather event if an employee calls in unless a doctor's note is provided.

3. An employee is not eligible for inclement weather pay if the employee is out on approved leave of any type i.e. annual leave, FMLA, etc.

B. Inclement Weather Procedures for Undeclared Closures/Delays.

1. In those departments where the weather conditions directly affect daily operations, upon determination by the department head or designee that inclement weather conditions exist which would prevent the normal working conditions to commence or continue, each employee reporting for duty will be paid his normal hourly rate for the time spent on the job or a total of two hours for that one working day period, whichever is greater.