

Title: Inclement Weather/Emergency Courthouse Closing  
Policy Number: 608  
Effective Date: July 1, 2009  
Revision Date: February 23, 2021  
Authorized by: Board of Supervisors

Policy:

It is the policy that county offices will remain open in all but the most extreme weather conditions and in emergency situations. Unless an emergency closing is announced, all employees are expected to report to work in accordance with their regular work schedule. However, all employees are urged to use their own discretion in deciding whether they can commute safely to work.

Comments:

Inclement Weather:

- (1) If weather conditions prevent an employee from reporting to work or from reporting to work on time, the employee is responsible for notifying his/her supervisor.
- (2) If an employee is unable to be present at work, reports to work late or leaves work prior to the designated quitting time due to weather conditions, the employee shall utilize appropriate paid leave in order to receive full pay. If an employee's appropriate paid leave accounts have been exhausted, then the employee shall receive leave without pay. Employees shall not be allowed to utilize sick leave if absent as a result of weather conditions.

Emergency Closing of County Facilities:

- (1) If the Board of Supervisors closes the courthouse due to an "emergency" situation, there may be circumstances under which essential personnel are required to work. The Board of Supervisors and individual Department Heads shall designate those essential personnel as the situation dictates.
- (2) In the event of an emergency closing, the Board of Supervisors Chairman will notify the Executive Assistant to the Board of Supervisors who will alert all employees through the County e-mail system. Notification of closing will also be announced as early as possible through the media.
- (3) It is the responsibility of the Department Head to maintain an accurate employee listing if an emergency situation and/or natural disaster would occur and access to the courthouse and county records is restricted. In order to communicate with employees in these type of situations, the employee is required to provide the Department Head with current home

telephone number(s), cellular telephone number(s), residence address and personal email address. The Department Head will ensure the privacy of this information and shall only utilize this information in emergency situations.

The Board of Supervisor's shall maintain an accurate listing of contact information for each Department Head.

- (4) When county offices are officially closed due to emergency situations, employees shall be compensated at their regular rate of pay for the remaining balance of the workday.

If county offices are officially closed for any length of time due to a natural disaster or any other type of emergency situation, the Board of Supervisor's shall determine what, if any, compensation is to be made to affected county employees. When making their decision, the Board of Supervisor's shall take into consideration the type of disaster, the length of time it will take to recover and current county policies and procedures.