

STATE OF MICHIGAN



HON. KIM DAVID GLASPIE
CHIEF JUDGE OF THE COURTS
DISTRICT COURT JUDGE

HON. AMY GRACE GIERHART
CHIEF JUDGE PRO TEMPORE
CIRCUIT COURT JUDGE

HON. NANCY L. THANE
PRESIDING JUDGE/FAMILY DIVISION
PROBATE COURT JUDGE

TUSCOLA COUNTY TRIAL COURTS

440 NORTH STATE STREET
CARO, MICHIGAN 48723
(989) 672-3800

DONNA L. FRACZEK
COURT ADMINISTRATOR

ADAM D. PAVLIK
DEPUTY COURT ADMINISTRATOR

54th Circuit Administrative Order 2013 - ____
Tuscola Probate Administrative Order 2013 - ____
71-B District Administrative Order 2013 - ____

Unscheduled Court Closing Due to Weather Emergency

Previous Local Administrative Orders Rescinded by this Order: Tuscola Probate LAO 2011-4

IT IS ORDERED:

This Local Administrative Order is issued pursuant to Michigan Supreme Court Administrative Order 1998-5, and after consultation with the Tuscola County Board of Commissioners to provide for procedures for suspension of court operations and closure of court facilities due to weather emergencies. It is the courts' intent to ensure that decisions regarding suspension of court operations are consistent with decisions made regarding county operations to the extent possible without undue disruption of service to litigants.

Suspension of Operations

The Chief Judge will consult with the Chair of the Tuscola County Board of Commissioners to determine if a weather emergency will result in a decision to close the facility where the court is located.

The decision to close the court will be announced by the Chief Judge, or persons the Chief Judge designates as responsible for making this announcement, to court employees and local law enforcement by a means to reasonably assure notice.

Public notice will be made by posting a notice at all court entrances and providing announcements over local radio and/or television station(s).

Employees' Time Off Due to Weather Emergencies

If the funding unit declares a weather emergency and closes the facility where the court is located, court employees will charge time off in a manner consistent with the way the funding

unit treats its employees for that closure, unless a collective bargaining agreement contains provisions to the contrary.

If the court closes and releases its employees, but the funding unit does not, then court employees must use accumulated leave time or take unpaid leave, unless a collective bargaining agreement contains provisions to the contrary.

The court adopts the funding unit policy regarding closure due to weather which is attached.

Effective Date:

Date:

Chief Judge Signature:

A handwritten signature in black ink, appearing to be 'ASLY', with a long horizontal line extending to the right.

Section 3.3 Overtime. All employees shall be expected to work overtime upon request. Overtime must be authorized in advance by their supervisor.

Section 3.4 Meal Periods. All employees will be allowed a one (1) hour meal period without pay. The timing of an employee's meal period shall be scheduled by their supervisor so as not to interfere with prompt and efficient service to the County and the public, but will normally be scheduled in a manner that will have offices closed during the period from noon to 1:00 pm.

Section 3.5. Break Periods. Supervisors will endeavor to provide employees with a fifteen (15) minute break period during the first half of their work day and a fifteen (15) minute break period during the second half of their work day. All break periods will be scheduled by supervisors so as to not interfere with the prompt and efficient service to the County and the public. During these periods, the employee remains on active duty and must take appropriate actions if necessary. In the event that an employee is unable to take a break during any particular half of their work day, the missed break does not carry over to a later period.

Section 3.6. Tardiness and Absenteesim. Employees shall report promptly for work and remain at work until the end of the work schedule. In the event that an employee is unable to report for work, they must notify their supervisor, or designated representative as soon as possible but normally not later than one (1) hour before the beginning of the workday. This notification must be made by the employee contacting their supervisor or designated representative by telephone; provided, however that another individual may contact the County on behalf of the employee in emergency situations where the employee is unable to contact the County by telephone.

Section 3.7. Inclement Weather. County services normally remain operational during severe weather periods and employees are expected to report for and remain at work. In severe weather conditions when an employee reports for work late or is authorized to leave work early, the employee must take unpaid leave for the time missed or may elect to use accrued vacation to maintain their normal pay for that day. The Chairperson of the County Board may close the Courthouse and other related County administrative offices and programs other than twenty-four hour operations during extreme severe weather periods. In those rare instances when County operations are closed due to severe weather, County employees will be paid for their lost time on the day of closure at their regular rate. Maintenance employees required to work when County operations are closed due to severe weather will be paid at double time for all hours worked during the period of the closure.

Section 3.8. Time Reporting. An important function of every County employee is to accurately report their time worked.