

INCLEMENT WEATHER

Amended 03/03/08

I. PURPOSE

To establish policies and procedures regarding inclement weather.

II. POLICY

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 time and one half pay in addition to the pay for time lost on the period of closure at the employees' regular rate of pay.

I. PROCEDURE

Governmental programs, activities and operations will rarely fail to open due to inclement weather. The Chairperson of the County Board of Commissioners shall consult with the Emergency Director, Judges and other officials prior to determining that it is necessary to close the Courthouse and other related County administrative offices and programs.