

EMERGENCY CLOSINGS 503

Effective Date: 02/01/2016

On occasion, it may be necessary for Cass County to close down for emergencies or extreme weather.

Unless an emergency closing is announced, all employees are expected to report to work in a timely manner and in accordance with applicable policies. In the event of inclement weather, employees are urged to use their own discretion in deciding whether they can commute safely to work. Employees who anticipate being late to work due to inclement weather and resulting road conditions, will be required to follow the call-in and notice procedures set forth by the Department.

Decisions to Close and Communication

In the event of hazardous weather or emergency closings, the Sheriff or his designees may delay opening of County offices or announce an early closing. Where it appears that closure of County offices for the full day is prudent, the Sheriff or his designee will contact at least two Commissioners, one of whom shall be the Chairman or Vice Chairman if available, and upon their concurrence, the Sheriff or his designee may close County offices. When the Sheriff has delayed opening for the day, he shall notify local media prior to 6:30 a.m. Information shall also be posted on the county website and all employees are solely responsible for obtaining the information regarding inclement weather and emergency closings.

For protection and safety reasons, employees are not allowed to work at county offices during any periods of closure unless work has been approved by their department head.

Inclement Weather

Inclement weather can cause transportation problems or locally hazardous conditions. Regionally, conditions can vary widely, with some localities experiencing much more weather-related disruption than others. Severe weather may result in some business or school closures even as the Cass County remains open for regular business. This can affect an employee's ability to report to work.

Personal safety is an important consideration when evaluating the ability to commute to work during severe weather.

Leave Use and Compensation

Where the decision to close is made prior to the start of the workday, including for inclement weather, employees will typically be paid for the day, except hourly employees, who may use annual leave. Employees scheduled off will not be entitled to any change in compensation. Where an employee is required to work when the County is closed, the employee may receive compensatory time, at the discretion of the Department Head.

Where the decision to close is made during the workday, employees who work all of the hours the County remains open, will receive full pay. Otherwise, employees may be required to use annual leave. In the event the day is less than five hours, no lunch hours are allowed.

If weather conditions prevent an employee from working as scheduled when the County remains open, leave taken due to inclement weather is charged to annual leave or leave without pay. The county storm line phone number is 241-5880.