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SUBJECT: INCLEMENT WEATHER/EMERGENCY CLOSINGS

EFFECTIVE DATE: May 4, 2009

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In the event of hazardous weather or emergency closings, the Sheriff or his designee 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 website.

If the County offices are closed by the Sheriff, all salaried employees scheduled to work that day will be paid 8 hours as usual. However, hourly employees will not be paid for hours not worked. Sheriff's Department, Emergency Management, maintenance staff and Road Department emergency personnel, who are authorized by their department head to work during inclement weather, will receive extra compensation (compensatory time) on an hour for hour basis to be used at a later time.

Employees who have pre-authorized time off for vacation or sick leave are considered to be "unscheduled" for that day, and would not be entitled to any change in compensation or benefit selection.

Employees who call in sick for a delayed weather opening will be required to use the full day as sick leave.

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.

Employees are solely responsible for obtaining information regarding inclement weather and emergency closings.

Employees who work on a "shortened" day determined by the commission chairperson and Sheriff must work all of the hours in the "shortened" day to receive the daily compensation. Any "shortened" hours not worked will be deemed to be vacation hours.

Lunch hours on "shortened" days are only allowed if the work day is longer than five hours.

Employees who work longer than the "shortened" day will only receive their normal daily compensation unless otherwise authorized by their department head.

If county offices are open and an employee is unable to travel to work, the employee would use annual leave.

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EFFECTIVE DATE: January 20, 2009

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Employees who have questions about their particular circumstance must contact their department head. Each department head is responsible for scheduling and adjusting any work hours for their employees.

The county storm line number is 241-5880.