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COVERAGE DUE TO WEATHER AND/OR EMERGENCY

It is the County's intention to provide staff coverage in order to maximize service to the public. It is acknowledged, however, that there are times when coverage will be limited due to circumstances such as inclement weather or other emergency situations. In such instances, the County will strive to staff County facilities to provide necessary County services and to protect the safety of the employees and the public.

Building Closure Procedures

1. **Designated Building Closure.** The County Executive/designee will determine each period designated for building closures and may retroactively designate these periods.

2. **Single Location Closures.** In the event there is a situation, such as a power outage, that only impacts certain buildings, the County Executive/designee may limit closures to just those locations. Employees whose locations are not impacted would be required to report to and remain at work as scheduled. The County Executive/designee may, but is not required to, designate a liberal leave period for employees working at other locations in these situations.

3. **General Coverage.** Department heads/designees are responsible for arranging coverage in their departments to ensure the safe and effective operation of the County. During periods of inclement weather or emergency situations, essential personnel may be required to report for work or remain on duty.

4. **Liberal Leave.** When conditions warrant, the County Executive/designee may designate a liberal leave period due to inclement weather and/or emergency situations for periods when the building is not closed but employees may be unable to report to work or may need to leave early from work. During this period, department heads/designees should allow staff to take unscheduled leave if their employees feel it necessary, unless coverage requirements cannot otherwise be met. Employees may use applicable accrued leave without prior approval during liberal leave periods. In lieu of taking leave, employees may be allowed to flex time with supervisor approval. Department heads/designees also are responsible for monitoring time worked and leave taken to ensure employees are fairly and accurately compensated.

   If an employee deemed essential personnel feels he/she is unable to report to work, he/she must use applicable accrued leave or leave without pay. These employees are not eligible for any paid administrative leave provided to non-essential employees for building closures. Essential personnel who are repeatedly unable to work during building closures may be counseled and/or disciplined, as it is an expectation that essential personnel work during these situations when required by the supervisor. Please refer to Policy § P-02, Definition of Employee Status, for more information on essential personnel.

5. **Scheduled Leave.** Leave previously scheduled by an employee which falls on a work day when the employee's regular schedule is impacted by a delayed opening, early closing, or closing should be adjusted to account for the building closure so that the employee would not be charged for the scheduled leave for such time.

6. **Impact to Work Schedule.** If the County instructs an employee to not report for work due to a building closure, the employee will receive paid administrative leave up to his/her regular schedule for such time missed, and will not be required to use accrued leave or take leave without pay. Paid administrative leave for building closures is granted for safety reasons and is not intended as a right or employee benefit. Employees whose schedules are not impacted by a closure will not receive additional leave or compensation. Employees may receive different amounts of paid administrative leave depending on the impact to their individual schedules.

7. **Working During Building Closures.** Essential personnel are expected to work during building closures. Employees will not receive administrative leave due to building closure at the same time work is being performed. Please refer to Policy § P-61, Staff Schedules, Time Tracking, and Compensation Policy, for information on compensation during building closures.

8. **Board Authority.** The Board reserves the right to modify procedures and compensation practices outlined in this policy at any time.

Adopted: March 1, 2019