

**Policy Purpose:**

This policy is being implemented to provide clarity, consistency and continuity of operations for Sarpy County residents and employees during periods of adverse weather affecting Sarpy County.

Moreover, the policy allows employees not classified as “essential personnel” by their respective department during adverse weather conditions to make a decision they feel is in their best interest regarding reporting for work during inclement weather.

Procedure:

- 1) In the event Offutt Air Force Base declares a closure or late start due to adverse weather conditions, **the County will revert to a staffing level deemed “Essential Personnel” in both instances.**
- 2) The Communications Manager will notify the Elected Officials and Department Heads of the “Essential Personnel” designation and the designation will be posted on the county website as soon as practical. It is the responsibility of the Elected Officials and Department Heads to notify their employees of the designation.
- 3) The County will remain open and maintain normal business hours during “Essential Personnel” declarations.

It is the responsibility of the Elected Official or Department Head to designate “Essential Personnel” required to maintain normal business operations during adverse weather conditions. Department Heads shall provide the County Administrator with a list of employees deemed “Essential Personnel” for their respective department.

- 4) Employees classified as “Essential Personnel” are required to report to work in accordance with their regular work schedule or as directed by their Elected Official or Department Head.



- 5) Non-Essential personnel may elect to work their normal shift or may choose not to report for duty on a day designated for “Essential Personnel” due to adverse weather conditions. Employees choosing not to report for duty as a result of adverse weather shall notify their Official / Department Head as soon as reasonably possible. When choosing not to report for duty, employees shall utilize paid leave in order to receive full pay or shall take the time as unpaid. Employees shall not be allowed to utilize sick leave if absent as a result of weather conditions.