



# PERSONNEL POLICY BULLETIN



## Inclement Weather Closure & Emergency Declaration Policy

Board of Commissioners Approval & Effective Date: August 15, 2023

### **Purpose**

It is the policy of Sarpy County to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, the County reserves the right to close designated offices that are not mission essential. Mission essential offices include our 24/7 operations (Sheriff's Office, the JJC, Corrections, and Emergency Communications) and those offices responsible for the safety of the traveling public (Public Works, Facilities, and Fleet).

The intent of this policy is to define the pay practice and designation of which employees are required to work when the County closes one or more of their facilities as a result of inclement weather or other emergency declarations.

### **Policy**

#### **A. Inclement Weather**

1. "Inclement weather" means abnormal climatic conditions – including flooding rains, heavy snowfall or significant icy conditions .
2. Employees should use their best judgment when trying to get to work during inclement weather. If an employee chooses not to report to work, the employee must follow the policy of their particular office for reporting an absence. Employees choosing not to work due to weather conditions must use accrued vacation leave, earned compensatory time or other appropriate paid leave. Employees who are unable to work due to illness may use sick leave in accordance with county policy.

#### **B. Severe Inclement Weather Closure**

1. "Severe inclement weather" is inclement weather so severe that it results in the closure of designated county offices as determined by the County Board Chair.
2. The County Board Chair shall have the discretion and authority to implement a Severe Inclement Weather Closure. Closures may be for a portion of a day in one-hour increments or for a full day and may be based on local and regional conditions and forecasts, local and regional travel conditions, advisories, county campus conditions, and available



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resources. In the absence of a specific announcement to the contrary, it should be understood that county offices will remain open to the public.

3. The County Board Chair shall notify the County Administrator and the Communications Manager of a Severe Inclement Weather Closure decision. The Communications Manager will notify the Elected Officials and Department Heads of the closure, and notice will be posted on the county website as soon as practicable. It is the responsibility of the Elected Officials and Department Heads to notify their employees of the closure.
4. Employees shall be assigned into one of the following categories for the purpose of severe inclement weather closures.
  - a. **Essential Positions** – Positions identified in Attachment A of this policy have been identified as essential during a severe inclement weather closing. Employees assigned to an essential position shall be made aware of this designation at the time of hiring. These employees are required to report to and work at their assigned worksite. Officials and Department Heads may limit the number of essential employees required to report based on the severity of the weather event.
  - b. **Other Positions** – Employees assigned to positions that are not listed as essential for the purposes of this policy and are not required to work when county offices are closed by the Board of Commissioners.
5. If County offices are closed due to severe inclement weather the following pay procedures shall apply.
  - a. Employees assigned to essential positions who report to work during the closure period shall be paid for the actual number of hours worked at their regular rate of pay. Employees assigned to essential positions who report to work and are then sent home, shall be paid their regular hourly rate for the remaining hours in their work shift.
  - b. Employees that are not required to report shall be paid for the inclement weather closure period at their regular hourly rate.



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- c. Hours paid but not worked during severe inclement weather are not considered as hours worked for the purpose of calculating overtime.
- d. Employees who were previously scheduled for any leave (paid or unpaid) during a severe inclement weather closure period shall be required to utilize their pre-approved leave if it falls during the closure period.
- e. Employees on their regular day off during a severe inclement weather closure period will not receive any additional pay or leave as a result of the inclement weather closure period.
- f. Temporary employees are not eligible for severe inclement weather leave and are only paid for hours actually worked.

### C. Closures due to Emergency Declaration

County offices may be required to close due to an emergency (i.e. broken pipes, loss of electricity that is anticipated to last more than two (2) hours, and other emergency events) in the discretion of the Elected Official or Department Head with notification to County Administration. If a County office(s) is closed due to an emergency event, the following pay procedures shall apply.

1. If County office is required to close due to an emergency, employees shall be paid their regular rate of pay for actual hours worked and their regular rate of pay for the balance of their remaining shift if sent home due to closure.
2. Emergency closure leave is not considered as hours worked for the purpose of calculating overtime.
3. Employees who were previously scheduled for any leave (paid or unpaid) during an emergency closure period shall be required to utilize their pre-approved leave if it falls during the closure period.
4. Employees on their regular day off during an emergency closure period will not receive any additional pay or leave as a result of the emergency closure period.
5. Temporary employees are not eligible for emergency closure leave and are only paid for hours actually worked.
6. If the office is expected to be closed for an extended period of time, the county shall make every effort to relocate employees to a temporary work location.



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### ATTACHMENT A

### ESSENTIAL POSITIONS DURING INCLEMENT WEATHER CLOSURES

Employees assigned to the designated positions are required to report to work during inclement weather closure periods unless otherwise directed by the Elected Official or Department Head.

DEPARTMENT	POSITION
Department of Corrections	All Positions or as designated by Department Head
911 Emergency Communications	All Positions or as designated by Department Head
Sheriff's Office and Juvenile Justice Center	All Positions or as designated by the Elected Official
Facilities Management	All Positions or as designated by Department Head
Fleet Services	All Positions or as designated by Department Head
Public Works	All Positions or as designated by the Elected Official
*Elected Officials and Department Heads can designate any position as essential based on the business needs of the office at the time of the closure.	