

Emergencies Interrupting Work Hours Policy

This policy is to provide clarification on how to treat compensation of employees during unforeseen events.

It should be understood that although some office hours may be interrupted during certain emergency situations, County Government does not close operations. This is especially true for public safety functions.

County employees are expected to make all reasonable efforts to report to work and to remain during their regular working hours. In recognition of this expectation, the following policies are adopted:

Employees are to receive full regular pay under the following conditions:

1. Fire/bomb or other similar alerts when occurring during employee's regular working hours, during the time the building is restricted to emergency personnel.
2. During the time required for employees to attempt to reach their workplace during a weather emergency. Up to one-half hour allowed. A weather emergency is declared by the County Administrator.
3. When worksite is closed due to an extraordinary event for a period of one day when no alternative worksite is designated.

Employees are to be charged appropriate paid leave or unpaid leave when the following events occur:

1. When a weather emergency has been declared by the County Administrator and the employer allows employees to leave work early at the employee's discretion.
2. During the time required for employees to attempt to reach their workplace during weather emergency after a one-half hour grace period.
3. When worksite is closed for more than one day and no alternate site has been designated.

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