

Polk County Policy regarding Weather Emergencies

For Non-Essential Employees

Within the bounds of reason and safety, every effort will be made to keep the County offices open and services available to the public. Essential County functions do not close for weather emergencies. Departments/Offices shall notify employees if they are deemed to be performing essential functions.

- 1) At the beginning of each winter season, an email shall be sent by the County Administrator or his/her designee to all employees advising them to consult the Polk County website for the official announcement of office closures due to weather conditions.
- 2) Whenever there is bad weather but no office closure, a liberal leave policy allowing the use of vacation and personal time will be allowed for individual circumstances, at the discretion of the department head or elected official. On such occasions employees shall be allowed a grace period of one-half hour to report (beyond their normal start time) without loss of pay or use of accrued paid leave. Time of arrival beyond the one-half hour grace period will be covered by appropriate paid or unpaid leave. If the County Administrator or his/her designee declares a severe weather situation during the work day, and the Department/Office allows employees to leave early, time will be charged to the appropriate paid or unpaid leave account.
- 3) In the event that an office closure becomes necessary, declaration of the closure of Polk County offices due to a weather emergency shall be announced by the County Administrator or his/her designee in consultation with the Chair of the Polk County Board of Supervisors.
- 4) Weather emergencies that result in the closing of Polk County government offices shall be based on official predictions that create an unreasonable hazard to employees and the general public. If the County Administrator or his/her designee declares a weather emergency during the work day Department/Office will allow employees, not employed in essential functions, to leave early and employees shall not suffer any loss of pay due the closure of the office.
- 5) Should the weather event occur on a Sunday or following the close of business during the week and when possible, the decision to close Polk County offices shall be made no later than 3 a.m. CST of the weather emergency day. If such notification is given employees will be required to utilize appropriate paid or unpaid leave for the closure.
- 6) Once a Polk County government office closure or a severe weather situation has been declared, the following shall take place.
 - a. Notification by the County Administrator or his/her designee to the Human Resources Director.
 - i. The Human Resources Director shall communicate with the Labor Relations Manager and the Unions regarding protocol for institutional operations.
 - b. Notification by the County Administrator or his/her designee to each Elected Official and Department Head.
 - c. Notification by the County Administrator or his/her designee to:
 - i. Chief Information Officer to:
 1. Post closure on the Polk County website.
 2. Provide global email to all employees should the closure occur as part of the regular work day.
 - ii. All area media.

Contact: Human Resources
515-286 -3200

Revised: -

