

Inclement Weather Policy and Procedure

December 21, 1998

Policy: Washington County provides a wide array of services, including many emergency-related functions. As a service organization, it is the County's policy to remain open during normal business hours. Generally, all employees are expected to report to work, regardless of whether the person's personal choice of where to live makes this difficult. However, in case of a severe weather emergency, it may be necessary to adjust normal work schedules.

Purpose: The purpose is to inform employees of their responsibilities and options during inclement weather.

A. General Rule: In the event of inclement conditions, all employees will make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time and using alternate routes or alternate methods of transportation

1. Inability to Report to Work: An employee who is unable to report to work due to inclement weather shall first use any accrued comp time, vacation or administrative leave. The employee shall be placed on leave without pay if no other leave is available. It is the employee's responsibility to report such inability to report to work as soon as practicable to the employee's immediate supervisor.

2. Request for Adjusted Work Schedule: Requests to report to work at a later time and/or requests to leave early due to inclement conditions shall be made as soon as practicable to the immediate supervisor. Accrued comp time, vacation or administrative leave shall first be used. If none exists, the employee's pay shall be appropriately deducted for those hours not worked. Employees who are over-time/comp time ineligible shall not be required to use leave.

3. Effect of County's Decision to Close: In some instances, the County Administrator's Office may decide to close all or some of the County facilities during a work day. If this decision to close occurs *after* an employee has decided to leave early or has decided that he or she is unable to report to work, it shall have no effect on the requirement that the employee use leave or take leave without pay.

4. Request to Make Up Work: An employee may request to be allowed to make up work missed due to inclement weather during the same workweek. Approval shall be at the sole decision of the Department.

5. Request to Work at Home:

a. Request by Employee: An employee may request to work at home during inclement weather.

b. Considerations in Granting Request: The employee's supervisor will consider the nature of the employee's job, the operating needs of the work unit and other relevant issues in deciding whether to grant such request.

c. Effect of Subsequent Closure: An employee authorized to work at home is expected to fulfill the agreement regardless of subsequent closure decisions made by the County.

B. County Decision To Close: Only the County Administrator's Office may decide to close all or some of the County's facilities or departments, contact the media of such closure and decide whether employees shall be paid in the event of closure. Employees who elect to work despite a closure, or who are directed to work, shall receive normal compensation only; unless established overtime provisions apply.

1. Decision made during a work day: Should the County Administrator's Office decide to close all or some County facilities during the work day, an impacted employee who reported to work and remained at work at the time of the decision shall be paid for the remainder of their work shift.

2. Decision made prior to work day

a. Notice: Reasonable efforts will be made to notify impacted employees of closure decisions prior to the start of their work shift, but it is the employee's responsibility to verify whether to report to work. Notice may include announcements on the radio and the television.

b. Pay: If reasonable efforts to notify of a closure have been made, employees shall not be paid regardless of whether they reported for work (unless directed to do so). The employee may take leave without pay or use accrued comp-time or paid leave. If reasonable efforts have not been made, hourly employees shall receive pay for one-half day. The balance shall be leave without pay unless the employee opts to use accrued comp-time or paid leave.

3. Individual work stations

If inclement weather causes individual problems (e.g. power or equipment failures) or other business reasons that preclude an employee from performing his or her regular work, the employee's supervisor shall reassign the employee to other work within the department. If no suitable location exists, the CAO, or designee, may make a short-term assignment to another location or department, or may dismiss the employee with pay for the remainder of the employee's shift.

Sick leave is not to be used for time-off due to inclement weather.

Nothing in this policy is intended or shall be administered so as to tie compensation for FLSA exempt employees to hours worked or otherwise modify their normal compensation program.