

## Emergency Closing

Policy Number: 420

County offices shall be open for business on all business days except legal holidays, holidays established by the Board pursuant to contracts with certified employee bargaining units and emergency situations. For the purposes of this policy, an emergency situation is defined as severe weather or other condition(s) that threaten the health and/or safety of employees and citizens served at the work location. Examples of such conditions include but are not limited to:

- Tornado or surface winds in excess of 75 mph;
- Severe blizzard conditions including visibility near zero;
- Severe icing or hazardous travel conditions.

In the event of severe inclement weather or other threatening situation, the County Sheriff in consultation with the Emergency Management Director will determine whether an emergency exists in which the public interest will be best served by the closing of a County office or offices. This decision will be made upon consideration of information obtained from the County Engineer, District Court Judge, Chairman of the Cottonwood County Board of Commissioners, and other appropriate sources.

When County offices have been officially closed during inclement weather, the employee may utilize accumulated compensatory time, earned vacation, personal days, leave without pay, or make up the time, as approved by the Department Head. Where an employee receives supervisory authority to make up time, the employee must complete the time within the current pay period or within one week, whichever is longer. In no event shall an employee be permitted to make up time that will result in overtime.

When County offices have not been officially closed during inclement weather, each Department Head may authorize absences from work or a change in schedule for individual employees who may face dangerous or restricted travel. When an employee is permitted to go home from work, or cannot report to work, because of such conditions, the employee may utilize accumulated compensatory time, earned vacation, personal days, leave without pay, or make up the time, as approved by the Department Head. Where an employee receives supervisory authority to make up time, the employee must complete the time within the current pay period or within one week, whichever is longer. In no event shall an employee be permitted to make up time that will result in overtime.

Necessary employees in the Law Enforcement Office and Highway Department who work during county emergency closure will be compensated at their regular hourly wage.

When it is determined that County office(s) will be closed, local radio stations will be notified and the official closure will be broadcast. Official action of closing the county offices shall be ratified at the next official county board meeting. In addition, if any County office(s) officially close during normal business hours, the affected Department Head(s) will be notified. If County office(s) open or reopen during normal business hours, affected employees will be expected to report to work within a reasonable time.