

**HOKE COUNTY
STANDARD PROCEDURE
INCLEMENT WEATHER CONDITIONS OR DISASTER SITUATIONS**

PURPOSE:

To establish a standard procedure for the consistent handling of employee attendance during periods of inclement weather conditions or disaster situations.

ORGANIZATIONS AFFECTED:

All departments/divisions unless otherwise covered under published and approved departmental work rules.

REFERENCES:

Fair Labor Standards Act

POLICY:

- 1) Employees in all departments are expected to report for work at scheduled times unless officially notified not to do so.
- 2) If an announcement is made by the County Manager that County Offices are to be closed (except for emergency and essential personnel as established by each department head), non-essential employees will be charged with vacation leave, sick leave, other accumulated leave, or excused leave without pay. (Employee's Option with supervisor's approval)
- 3) In the event the County Manager closes County offices, this information will be provided to the Communication's Department for announcement: Employees will be contacted by our reverse Emergency Telephone Notification System at the last phone number entered into the Personnel System for instruction on reporting.
- 4) Employees who do not report for scheduled work or who leave before the end of a regular shift due to adverse weather conditions or disasters will be charged with vacation leave, sick leave, other accumulated leave, or excused leave without pay. (Employee's Option with Supervisor's Approval)
- 5) With the approval of the supervisor, an employee may elect to "make up" time lost due to inclement weather conditions or disaster situations. Opportunities to make up such lost time exist only during the specific

pay period (payroll week beginning on a Wednesday and ending on a Tuesday) in which the lost time occurs due to restrictions under the Fair Labor Standards Act. Make-up time must be appropriately supervised.

RESPONSIBILITIES

Department Head

Maintain accurate attendance records for each employee in Cases of inclement weather conditions or disasters.

Make employees aware of the policy as well as any special approved department rules that may impact on it.

Establish and communicate a departmental emergency/ Essential personnel list to all affected personnel.

Personnel Department

Make recommendations as requested by County Manager Concerning advisability of having employees not report to Work or having employees leave early.

County Manager

Review existing conditions to determine whether it is advisable for some or all County employees not to report to work or for some or all County employees to leave the work site before the end of their normal shift.

DEFINITIONS:

Inclement Weather Conditions - natural weather conditions which make normal travel to or from work extremely difficult or impossible for a majority of the employees or which would make performance of their duties impossible or extremely hazardous. These conditions would include but are not restricted to the following:

Snow, Ice Storms, Hurricanes, Tornadoes, Floods

Disasters - any conditions which would make normal travel to or from work extremely difficult or impossible for a majority of employees or which would make performance of their duties impossible or extremely hazardous. These conditions would include but are not restricted to the following:

Emergency/Essential Personnel - Personnel required to be on duty to provide for public safety. Job classes which are considered emergency personnel include, but are not restricted to the following: Sheriff Deputies, Sheriff Sergeants, Sheriff Lieutenants, Sheriff Captains, and

Sheriff Majors. Other employees may be called in to provide emergency services as specific conditions dictate. Essential Personnel are persons identified by the Department Head as essential to the operation of the department and who have been notified of such.

PROCEDURES:

Employees who are unable to report for work as scheduled are responsible for notifying their supervisors as soon as possible whether they will be late or whether they will be able to report at all.

Any employee failing to notify his/her supervisor that he/she will not be reporting for work will be subject to normal disciplinary procedures.

Employees reporting to work late or not at all may use either vacation leave, sick leave, other accumulated leave, or excused leave without pay.

In the event the County Manager determines that all or some County employees should be requested not to report to work due to inclement weather conditions or disasters, that information will be made available to Communication's for announcement on our Emergency Telephone Notification System. Employees are responsible for having a valid telephone number to be contacted at concerning work cancellations. Should inclement weather conditions or disasters develop during normal work hours (8:00 A.M. - 5:00 P.M.), the County Manager will make the determination of whether Employees will be released early. If an employee, due to location of home, family considerations, etc., feels that he/she must leave the work site before a decision is made will be required to use time. If a Department Head with employees working hours other than the normal work day will be responsible for contacting the County Manager for approval of sending employees home before the end of their shift. If the County Manager cannot be reached, his/her designated alternate should be contacted in the following order:

1. DENNIS BAXLEY
2. GARVIN FERGUSON
3. LETITIA EDENS