File #12

FEB 27 2018

9.22 Courthouse Closing in Inclement Weather.

Circumstances, which pose a threat to the safety of employees and public patrons, or circumstances, which prohibit the normal use of the County's facilities may require the closing of County offices to the public. Together, the Sheriff, Highway Engineer and County Board Chairman may declare an emergency and direct the official closing of facilities. Notice of closing of County offices and cancellation of County Board and Committee meetings will be posted on the County website under "Announcements" and forwarded to local radio and television media for broadcast.

Employees released at their own request for safety related concerns or who leave for the day when the County Offices are declared closed, may record the time missed as vacation or comp time, take the time off without pay or may choose to make up the hours within the work week. Employees, who choose to stay and work their normal shift, shall receive their regular rate of pay.

Each department is responsible for establishing a network for communicating with employees regarding the closing of County facilities.

When County facilities are closed, the conduct of official business is deferred to the next working day.

~~If~~ When circumstances warrant the closing of the Courthouse, which prohibit the public from conducting walk-in business with the Courthouse, you employees may voluntarily leave or you may still work if you like and receive your regular rate of pay.

. If an employee elects to leave early, with , the approval of - his/her Department Head and/or Supervisor, the employee may do so using the following options:

- Accrued vacation or comp-time;
- Take it as time-off without pay; or
- Make up the hours within the same week.