



# Emergency Closure or Limited Operational Services Policy

**Effective Date: January 1982**

**BOC Amended: 1/1988; 4/1997; 3/2010; 12/2011; 10/2014; 1/2018; 3/2020; 4/2020**

<b>Owner</b>	Human Resources
<b>Reviewer(s)</b>	Chief Human Resources Officer, County Attorney
<b>Approver(s)</b>	Board of Commissioners
<b>Related Policies</b>	Annual Leave Policy, Sick Leave Policy, Leave of Absence Policy
<b>Related Standards</b>	N/A
<b>Storage Location</b>	iCobb
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<b>Employee Review Cycle</b>	Annually

## 1. PURPOSE

To provide procedures for the operation of the county in the event of emergency closure or limited operational services (LOS).

## 2. SCOPE

This policy applies to All Employees. If you have questions regarding this policy, contact Human Resources.

## 3. DEFINITIONS

**LOS** – Limited Operational Services

## 4. POLICY

In situations where conditions will affect the normal operations of the county; the County Manager will consult with appropriate County leadership regarding the suspension of normal operations including LOS, the delay, or the closure of County facilities, and subsequent opening of specific facilities.

## 5. PROCEDURES

### A. Procedures for Emergency Closures/Delays

1. A joint announcement of any closings will be made through the office of the County Manager via local television and radio stations, and the County website.
2. All BOC employees are expected to report for their assigned duty at their assigned hour at their assigned place of assembly unless a delay or closing of County facilities is announced.
3. All non-BOC employees are expected to follow the directive of their elected officials on reporting to work.
4. Emergency and other essential BOC employees designated by their department heads who are required to work, (including telework) will be compensated for the time worked during the closure or delay at their regular rate.
5. If an emergency closure or delay occurs outside of normal business hours, on a holiday or a weekend when the county administrative offices are normally closed, the County Manager, in consultation with the



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appropriate County leadership, will make a determination as to whether or not to consider the event severe enough to implement this policy. If the determination is made to consider the county normal operations suspended, this policy would be in effect.

6. Should there be a decision to close or delay opening of some or all facilities, the closing will begin at the time the determination has been made and will conclude when the decision has been made to resume for normal operations. All time between closing and opening will be considered emergency closure time. Compensation for all employees normally scheduled to work during a closure/delayed opening period will be handled as follows for employees in pay status.

(a). Employees who cannot work due to a closure or delay will receive pay for the number of hours they were scheduled to work during the specified event, but not to exceed the number of hours in the employee's scheduled shift.

(b). Those full-time employees who are required to report to work as normal during the specified event will receive the same time in the form of annual leave accrual to take at a later date in addition to pay provisions described in Section 4.A.4. Annual leave will accrue in the same amount of time worked.

1. Employees who cannot report to work are required to notify their supervisor. Annual leave, if available, will be posted to the employee's time record for the hours scheduled to work.

2. Employees failing to call in will be considered on an unauthorized absence. Use of annual leave during an unauthorized absence will be at the discretion of the department head.

3. Sick leave cannot be used if an employee calls in unless a doctor's note is provided or depending on the circumstances at the discretion of the director.

(c). Any compensation granted for employees who cannot work during a closure or delay is not included in overtime calculations for that pay cycle. Only hours worked during the pay cycle are included for overtime calculation.

(d). An employee is not eligible for emergency closure pay if the employee is out on approved leave of any type i.e. annual leave, FMLA, etc.

## **B. Procedures for Departmental or Facility Closures/Delays**

If conditions exist which prevent the normal daily operations of the department, the department head or designee may determine if closure is necessary. Upon approval by the county manager, each employee reporting for duty will be paid their normal hourly rate for the time required to be out of the workplace

## **C. Procedures for Limited Operational Services**

1. An announcement of any LOS will be made by the County Manager coordinated through the Communications Department including local television and radio stations, and the County website.

2. All BOC employees are expected to report for their assigned duty at their assigned hour at their assigned place of assembly unless an LOS of County facilities is announced.

3. All non-BOC employees are expected to follow the directive of their elected officials on reporting to work.



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4. Employees designated by their department heads will be compensated for the time they would have normally worked during the LOS at their regular rate as follows.

Essential Employees - Emergency and other staff designated as necessary for limited operations of the department and required to report to duty as normal.

Employees Approved to Telework - Staff approved and required to telework as necessary for limited operations of the department.

Other Employees - Regular full-time and part-time staff not required to report to work during time of LOS, but such staff shall be available and responsive if contacted by management during their normal scheduled time.

5. Should there be an LOS decision related to some or all facilities, the LOS will begin at the time the determination has been made and will conclude when the decision has been made to resume for normal operations. All time between beginning and ending will be considered LOS time.

6. Applicable Essential Employees and employees approved to telework during an LOS event

(a). Employees who cannot report to work are required to notify their supervisor. Annual leave, if available, will be posted to the employee's time record for the hours scheduled to work.

(b). Employees failing to call in will be considered on an unauthorized absence. Use of annual leave during an unauthorized absence will be at the discretion of the department head.

(c). Sick leave cannot be used if an employee calls in unless a doctor's note is provided or depending on the circumstances at the discretion of the director.

(d). Only those Essential Employees (excluding Key Managerial employees) who are required to report to duty as normal during the LOS will be further compensated in the form of accrued annual leave at 50% of the time worked for up to the first two pay periods of the LOS (full or partial pay periods).

7. Any compensation granted for employees who cannot work during an LOS is not included in overtime calculations for that pay cycle. Only hours worked during the pay cycle are included for overtime calculation.

8. An employee is not eligible for LOS pay if the employee is out on approved leave of any type i.e. annual leave, FMLA, etc.

## 6. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance. The County may deviate from the policy when approved by the County Manager in emergency situations as authorized by the Board of Commissioners or when approved by the Board of Commissioners.

## 7. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.



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## REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	01-1982		Adoption
	01-1988		Revision
	04-1997		Revision
	03-2010		Revision
	12-2011		Revision
	10-2014		Revision
	11-2014		Revision
	01-2018		Revision
	03-2020		Revision
	04-2020		Revision
v.1.0-2020	11-2020	Human Resources	Reformat
v.1.0-2020	11-2022	Human Resources	Review