

POLICY NO.: 207-09

A. PURPOSE

Since the County is responsible to provide government functions and services that are essential to the residents of the County, all County employees are required to report to work during inclement weather.

B. INCLEMENT WEATHER POLICY

1. All County employees are required to report to work regardless of the weather conditions.
2. If a Department Head or his or her designee determines that an individual employee does not need to report to work during inclement weather, the employee may be permitted to use a vacation day, personal day or comp time instead of reporting to work.
  - a. It is the County's unilateral decision to determine whether an employee is required to report to work during inclement weather.
  - b. Employees are expected to report to work on time and be prepared to stay after their work period in the event of an emergency. Employees who are given permission to report late to work will be required to either work late to finish their full day or use vacation, personal or comp time for the difference. Employees without any vacation, personal or comp time will not be paid for the period of time.
  - c. Employees who use sick time during inclement weather must produce a physician's note or will not be paid for the period of time.
3. If the County is closed for a specific period of time due to inclement weather, except for those holidays enumerated in the respective bargaining agreement, employees will be required to use vacation, personal or comp time if they want to be compensated for the day. Employees without any vacation, personal or comp time will not be paid for the period of time.
4. It is the responsibility of the employees to keep their supervisors informed as to their ability to report to work during inclement weather. For this reason, it is recommended that employees have their supervisor's telephone number. It further recommended that employees provide their current telephone number to a supervisor, location of

their current residence, and any potential difficulties the employee may face in reporting to work during inclement weather.