

**LIVINGSTON COUNTY**  
**HUMAN RESOURCES**  
**INCLEMENT WEATHER POLICY**

RESOLUTION #2009-05-146

LIVINGSTON COUNTY, MICHIGAN

APPROVED: MAY 4, 2009

**A. POLICY**

1. **PURPOSE:** To prescribe uniform procedures for the closure of County offices and the treatment of employee absences from work during periods of inclement weather and other emergencies.

2. **POLICY STATEMENT:** In order to fulfill its mission of public service, Livingston County will make every reasonable effort to open its facilities to the public as scheduled, consistent with safe access for staff and the public.

Whenever it is determined that the health and safety of citizens, clients, or employees would be placed at risk or that conditions or events prevent performance of regular operations, services, or responsibilities assigned, closure of County offices or specific departments may be deemed necessary.

During inclement weather sufficient to make travel hazardous or during emergencies, the Chairman of the Board of Commissioners along with the County Administrator may decide to close, delay opening or close early.

3. **APPLICABILITY:** County employees who are not working in a public safety classification. Public Safety Departments include but are not limited to Sheriff's, 911 Central Dispatch, Emergency Medical Services (EMS) and Animal Control.

4. **DEFINITIONS:**

**INCLEMENT WEATHER** – weather that is physically severe including but not limited to snow, ice, and flooding and other hazardous conditions such as tornadoes.

**EMERGENCIES** – an unforeseen combination of circumstances or an urgent need for immediate action, including but not limited to natural disasters, lack of heating, cooling, plumbing and power outages.

5. **REFERENCE AND LEGAL AUTHORITY:**

Fair Labor Standards Act (FLSA)  
Occupational Safety and Health Act (OSHA)  
Michigan Occupational Safety and Health Act (MIOSHA)

6. **SEE ALSO:**

Personnel Manual for Non-Union Employees – Section I - N. Department Rules  
Personnel Manual for Non-Union Employees – Section V – J. Work Rules  
Personnel Policy regarding Vacation  
Annually Revised Emergency Contact List (by building or area)

- 7. SUPERSEDES: N/A
- 8. APPROVED BY:  
 Personnel Committee: March 4, 2009 and April 15, 2009  
 Finance Committee: April 22, 2009  
 Board of Commissioners: May 4, 2009
- 9. RESOLUTION: No. #2009-05-146
- 10. REVIEW HISTORY: N/A

**B. PROCEDURE:**

If inclement weather or other emergency conditions affecting the County develop during the workday, departments will be notified by telephone and/or e-mail of any authorized changes to normal work hours. If such conditions develop during the night and warrant delayed opening or official closing, employees will be notified through their department via the annually revised Emergency Contact List.

Announcements will be made as soon as possible following any decision to close County operations in any area. In the absence of official notification regarding delayed opening or office closure, employees are expected to report to work on time or contact their supervisor or other appropriate County personnel as directed by their Supervisor/Department Head/Elected Official.

Notice of closing County Offices will be sent to WHMI 93.5 FM by the Board of Commissioner's Office. A notice will also be posted on the entrance doors for County buildings.

Supervisors/Department Heads/Elected Officials are responsible for determining the appropriate method of communicating closures that may affect their department and to notify the public of said closure through a posting visible from the exterior of the building.

When an employee is prevented from reporting to work or remaining at work because of closing County offices or a subsection thereof by action of the Chairman of the Board of Commissioners and the County Administrator, such absence will be paid by the County and not charged to any accrued leave. However, if an employee was pre-approved for a vacation day and/or sick leave, those banks will be charged.

Staff required to remain at work despite the closure of their work site will receive flex time in addition to their regular pay for hours worked.

If an employee did not report to work, and the County remained open for business, that individual will not receive pay for the day. Utilizing sick leave is not allowed for inclement weather days. The Supervisor/Department Head/Elected Official, at personal discretion may permit employees to make up the time lost from work. Even though not preapproved, use of vacation banks is appropriate.

Employees who are not directly affected by the conditions warranting closure, or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for, any absence that may be authorized for the employees directly affected.

Children will not be brought to work if schools are closed. Alternative arrangements need to be made to care for them.

<b>RESOLUTION #2009-05-146</b>	<b>APPROVED: MAY 4, 2009</b>
--------------------------------	------------------------------