

POLICY 409 LEAVES – EMERGENCY CLOSINGS

1. Purpose. To provide a plan for employees in the event of an emergency closing due to inclement weather or other emergency situation.

As a general practice, Eau Claire County makes every effort to maintain its normal schedule of operations. Eau Claire County will close all or part of its operations only in cases of extreme emergency caused by impassible roads, restricted visibility, violent weather, energy loss, or other conditions seriously endangering the health and safety of employees and the general public.

2. Reporting to Work.

2.1 Each employee accepts the responsibility for reporting to work at the regularly scheduled time, regardless of prevailing weather conditions.

2.2 Employees not reporting to work will not be paid, however, such employees may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.

3. Responsibility for the Decision to Close.

3.1 In the event that Eau Claire County is forced to close, or delay the opening, the decision will be made by the County Administrator, or designee.

4. Official Announcements.

4.1 When the County Administrator determines that it is necessary to close or delay the opening of various operations, the starting time will be communicated to department heads and the following media outlets. WEAU-TV 13 (NBC), WQOW TV 18 (ABC), WEUX TV 48 (FOX), WBIZ 100.7 FM, WAXX 104.5 FM, WQRB 95.1 FM, Leader Telegram, Leader Telegram website, paging system, and social media outlets.

5. Delaying Starting Times.

5.1 In the event that the County Administrator announces a delayed opening of various operations, all employees that report to work at their normal starting time or on or before the delayed starting time will be paid for the full day.

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- 5.2 Employees reporting for work after the delayed starting time will be paid for actual hours worked. Employees may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.
- 6. Partial Closings.
 - 6.1 The County Administrator may order certain departments providing non-essential services to be closed or staffing curtailed due to emergency conditions or inability to provide a work site. Designated local radio stations and TV stations will be contacted for announcement of closed departments at least one hour prior to the start of the workday, if possible, and compensation will be as stated above.
- 7. Closing after the Normal Business Day has Begun.
 - 7.1 When the County Administrator determines that weather is sufficiently severe to close various operations, this information will be given to department heads.
 - 7.2 If employees are sent home early, they will receive full pay for the day.
 - 7.3 Employees working in operations where they cannot be released early, due to the nature of their service being provided will be required to complete the normal workday.
- 8. Closing before the Normal Business Day has Begun.
 - 8.1 When the County Administrator determines that weather is sufficiently severe or other emergency situation is significant enough to close various operations before the normal business day has begun, this information will be given to department heads.
 - 8.2 Employees working in operations where they must report to work, due to the nature of their service being provided will be required to complete the normal workday.
 - 8.3 Employees not reporting to work will not be paid, however, such employees may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.
- 9. Employees Who Desire to Leave Early.
 - 9.1 Employees who desire to leave early when operations have not been shut down may do so with approval of the department head. Employees will be paid only for the time actually worked.

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