



## **Inclement Weather QUESTIONS AND ANSWERS**

(See Collective Bargaining Agreements or Unrepresented Resolution for further details)

### **When a delay is announced, what should I do?**

Every employee is an important part of county operations. Our citizens rely on county government for critical services to the community during storms and emergencies. Use discretion --- if you CAN get here, we need you as soon as you can reasonably arrive. In most cases, employees may report to work later than normal to allow safe travel to work, particularly those who live in an area with poor road conditions.

Some offices of County government may offer services before the doors officially open based on availability of staff and legal mandates. Work with your supervisor to clarify the service needs of your department. Even with an announced delay, employees unable to get to work by their normal start time should call their supervisor. Supervisors need to know about absences and arrival times to plan for work coverage and staffing.

### **Are inclement weather business hours the same for all county operations?**

No. Public Works staff clear and sand roads around the clock during poor weather conditions. Deputy Sheriff's continue to patrol and Corrections and Detention staff keep offenders secure on a 24 hour / 7 day a week basis. Facilities staff arrive early to take care of buildings and walkways. The Courts remain open whenever possible. Other Courthouse and county offices open their doors as soon as enough staff is available to provide public service.

### **How do I fill out my timesheet for days with delays or early closures?**

If you came to work and worked during all declared open hours, put down hours for the full workday. Opening delays and early closures are "grace periods" to allow for safe travel to and from work.

If you did NOT come to work due to the weather, were pre-scheduled for vacation, comp time, or personal holiday, or were sick, put down accrual hours for the full workday.

If you came in later or left earlier than the grace periods, record that time per your collective bargaining agreement or unrepresented resolution. Generally, you would charge time in this order: accrued comp time, accrued vacation, personal holiday, or you may elect leave without pay (if Payroll is notified before the Payroll cut off date).

### **What about severe weather during normal operations?**

Supervisors will allow up to a one-hour grace period to report to work with no loss of pay. Again, communication with your supervisor is key.

### **Who can answer my other questions?**

Your supervisor is the first point of contact for work hour and attendance issues. You can also call Human Resources (676-6802) for help with interpretation or policy questions.