

BOARD OF COUNTY COMMISSIONERS SARPY COUNTY, NEBRASKA

RESOLUTION AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL
CLOSURE OF COUNTY OFFICES

WHEREAS, pursuant to Neb. Rev. Stat. § 23-104 (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. § 23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, Sarpy County has adopted certain policies and procedures regarding the performance of County business and of employees of the County, and

NOW, THEREFORE, BE IT RESOLVED by the Sarpy County Board of Commissioners that the revised Closure of County Offices Policy, a copy of which is attached hereto, is hereby adopted into the Sarpy County Policy and Procedure Manual with an effective date of April 26, 2011 and future practices of the County shall be in conformity with the same.

BE IT FURTHER RESOLVED that all previous Resolutions or parts of Resolutions of the Sarpy County Board of Commissioners on said subjects or in conflict with the provisions of this Resolution are hereby repealed.

Dated this 26th day of April, 2011.

Moved by Jim Nekuda seconded by Tom Richards, that the above Resolution be adopted. Carried.

YEAS:

NAYS:

ABSENT:

<u>[Signature]</u>	<u>none</u>	<u>none</u>
<u>[Signature]</u>	_____	_____

ABSTAIN:

none



[Signature]
County Clerk

Sarpy County Personnel Department

1308 Gold Coast Road
Suite 200
Papillion, NE 68046-3019

Phone: 402-593-4485
Phone: 402-593-4487
Fax: 402-593-5781
Website: www.sarpy.com



April 20, 2011

TO: Sarpy County Board of Commissioners
FROM: Linda Welles, Personnel
RE: Resolution to revise the Closure Policy in the
Policies and Procedures Manual

As you may recall, I previously provided you with information regarding a proposed revision to the County's closure policy.

As a quick summary, the current policy with regard to a "late start" would remove any reference to Offutt and be at the Clerk's discretion.

With regard to "early closure" or "closed all day", the County Administrator, in consultation with the County Board Chair, will make that determination.

Finally, the proposed policy removes the 'automatic' closure when the President/Governor declares a holiday. Of course, the Board would retain the discretion to declare a holiday or emergency as it sees fit.

Enclosed in this packet are the (a) current policy with notated revisions, and (b) revised policy.

Personnel is requesting approval of the revised policy to replace the current policy in the Policies and Procedures Manual.

As always, please contact me should you have any questions.

Sincerely,

Linda K. Welles, Personnel Coordinator
Sarpy County Personnel Department
402-593-4487

cc: Mark Wayne
Scott Bovick
Deb Houghtaling

CLOSURE OF COUNTY OFFICES - Adverse Weather

Introduction

It shall be the policy of Sarpy County to keep its facilities and services available to the public during periods of county emergencies to the fullest extent possible which is compatible with the health, safety, and general welfare of the public and county personnel. Unless otherwise notified by sources listed below all personnel are to assume that Sarpy County will be open each regular workday regardless of any weather or other emergency condition that may develop.

Definitions

- A. Adverse Weather - Any weather conditions which might jeopardize the safety of both county employees and the public.
- B. Designated Staff - Employees who are required to work when the county is closed, regardless of weather conditions (i.e. Sheriff's Dept., Highway Dept.) and those employees who may be appointed by their Elected Official/Department Head in order to respond to customer needs (telephone or face-to-face services).
- C. Court Staff: The Courts must make their own determination for late start/closing and should notify those employees affected.

Policy

During periods of county emergencies, the following policies shall apply:

- A. Employees performing emergency services, highway maintenance and building maintenance are expected to report to work unless expressly excused by their supervisor.
- B. All other county employees are expected to make every effort to report for work during instances of county emergencies. However, none of these employees shall be expected to report for work if, in the employees judgment, such action would place their personal safety or property at risk of injury or loss. These employees must report such absences to the supervisor as soon as possible.
- C. Employees unable to report to work or who voluntarily leave work early due to county emergencies shall receive no pay for any lost time, but may use accumulated vacation or compensatory time at the discretion of the Official/Department Head.

In cases of extreme emergency, the County Clerk, ~~while evaluating the status of Offutt Air Force Base, in conjunction with Offutt Air Force Base starting late or closing,~~ **may** determine the need to have a two (2) hour late start for the County offices due to extreme adverse weather conditions. In such instances the two-hour late start of the county offices shall be immediately placed on the County website (www.Sarpy.com) and the media, both television and radio, will be notified no later than 5:15 a.m. whenever possible, for morning late starts or 2:00 p.m. for closing early. Each separate department is responsible for maintaining and posting a list of "designated staff" responsible for providing minimum staffing. Based on needs, individuals who are not identified as designed staff may be called to report for work during adverse weather. These individuals will then be considered designated, must report to work, and will be compensated accordingly.

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Responsibilities

- A. The County Clerk is responsible for ~~watching for the directive from Offutt Air Force base~~ determining a 'Late Start' designation, and then to have the media immediately notified that there will be a two-hour late start. At this time the County website will also be updated with weather-related information and employee's may call ~~Personnel (593-4486)~~ the Clerk's Office (402/593-1550) for a weather related voice mail message.

The County Administrator is responsible for contacting the County Board Chairperson and together makes the decision regarding county operations regarding any early closures or closure for the entire day.

- B. Elected Officials and Department Heads are responsible for:
1. The selection of designated staff, if necessary. (These employees will be notified in advance in writing of their "designated" status and their related responsibilities regarding adverse weather.)
 2. Coordinating early closing with the County Administrator to avoid confusion and promote equitable treatment of all employees.
 3. Ensuring that department coverage is sufficient to handle telephone or face-to-face customer service requirements during minimum staffing. Departments with interrelated services (i.e. Co. Clerk and Treasurer) should preplan coordination of services).
- C. All employees are responsible for obtaining information regarding county operations during non-office hours by checking the Sarpy website, calling the ~~Personnel Clerk's Office Voice Mail Message (593-4486 402/593-1550)~~ Office Voice Mail Message (593-4486 402/593-1550) or by accessing local media. We will notify all local broadcast media but due to policy differences amongst the stations, we would recommend WOWT (TV) or KFAB (Radio) for confirmation. (Some stations do not wish to post non-school closings and that is why we suggest these two stations).

Notification

- A. During normal working hours the County Administrator will notify the County Clerk and ~~the Personnel Coordinator- Department~~ the Clerk's Office when adverse weather conditions affect county operations and will advise of the type of closure and effective time(s). ~~Personnel The Clerk's Office will~~ will contact Elected Officials/Department Heads by e-mail and, when necessary, individual calls and the designation # will be immediately posted on the County website. ~~Personnel The Clerk's Office -will~~ will also contact all media and list information on the ~~Personnel Clerk's -voice mail line (593-4486) (402/593-1550)~~ voice mail line (593-4486) (402/593-1550). All Elected Officials and Department Heads will notify their respective employees of the change in county and departmental operations.
- B. During non-working hours, the County Clerk will determine by 5:15 a.m. (if possible) whether the adverse weather and road conditions will require a late start ~~and contact Personnel for dissemination of information~~. ~~Personnel The Clerk's Office~~ will then notify the media and create voice mail as stated above.
- C. All county employees are responsible for monitoring the TV/Radio stations, checking the County website (www.Sarpy.com) or calling ~~593-4486 402/593-1550~~ 593-4486 402/593-1550 for a recorded emergency message for that day. Employees should continue to monitor all TV/Radio broadcasts for possible updates prior to departing for work.

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Special Instructions/Compensation

- A. If the County Administrator determines an *Early Closing-Designated Staff*, designated staff will remain on duty and full-time and part-time employees who are not designated will be allowed to leave work with pay for the remaining hours of work following closing time.
- B. If the County Administrator determines to close the Courthouse - *Sarpy County Closed-Designated Staff*, employees who are not designated will be excused from work and paid. Designated staff who do not report to work during this time will be charged vacation and may be disciplined.
- C. If the County Clerk determines a *Late Start-Designated Staff*, designated staff will report at the usual time and full-time and part-time employees who are not designated will be allowed to arrive to work at the scheduled late time and will be paid as a full day.
- D. *All designated staff that are required to work and do work during periods when county offices are closed due to adverse weather conditions will be compensated as determined by their Bargaining Unit contract or decision by Elected Official/Department Head. This compensation will not be effective for periods of 2 hours or less (for example if the Courthouse closes at 3:00 pm or after no additional vacation would be received).*

Summary

- A. When it is decided that the Courthouse will close early, an **Early Closing-Designated Staff** will be issued. Designated staff will remain at work as usual.
- B. When the County Administrator determines a late start, a **Late Start - Designated Staff** will be issued. Designated staff will report as usual.
- C. When the Administrator determines that it is necessary to close the courthouse, a **Closed - Designated Staff** will be issued. Only designated staff would be required to report that day.
- D. Any information will be provided to the media at the earliest time possible and it is the employee's responsibility to verify any changes to working hours.
- E. If there is NO NOTIFICATION of a late start on the website, phone recording, television, or radio, that means that Sarpy County Offices WILL OPEN ON TIME.

~~Courthouse Closing—Government Offices Closing~~ **DELETE THIS POLICY**

~~In an event that the U.S. President declares a holiday, a state of emergency, a day of remembrance, etc. and closes the federal offices for any period of time and the Governor of Nebraska follows the president's directive and closes the state offices, Sarpy County will also close the County offices for the same period of time designated by the President. This does not supercede the Collective Bargaining Agreements that state that "designated" staff and employees performing emergency services, highway maintenance and building maintenance are expected to report to work unless expressly excused by their supervisor.~~



POLICIES & PROCEDURES MANUAL



TOPIC: <i>Closure of County Offices</i>	APPROVED: <i>July 20, 2004</i> REVISED: <i>April 26, 2011</i>
POLICIES & PROCEDURES MANUAL: <i>Section 4 – Employee Conduct and General Policies</i>	Pages: <i>1 of 4</i>

I. PURPOSE

It shall be the policy of Sarpy County to keep its facilities and services available to the public during periods of county emergencies to the fullest extent possible that is compatible with the health, safety, and general welfare of the public and county personnel. Unless otherwise notified by sources listed below all personnel are to assume that Sarpy County will be open each regular workday regardless of any weather or other emergency condition that may develop.

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- C. Court Staff: The Courts must make their own determination for late start/closing and should notify those employees affected.

II. POLICY

During periods of county emergencies, the following policies shall apply:

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Based on needs, individuals who are not identified as designed staff may be called to report for work during adverse weather. These individuals will then be considered designated, must report to work, and will be compensated accordingly.

1. Responsibilities

- A. The County Clerk is responsible for determining a 'Late Start' designation, and then to have the media immediately notified that there will be a two-hour late start. At this time, the County website will also be updated with weather-related information and employees may call the Clerk's Office (402/593-1550) for a weather related voice mail message.
- B. The County Administrator is responsible for contacting the County Board Chairperson and together makes the decision regarding county operations regarding any early closures or closure for the entire day.
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2. Notification

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