



PERSONNEL POLICY BULLETIN



Adverse Weather Closure Policy

Purpose:

To standardize the decision making policy for Sarpy County regarding closure for adverse weather. This policy is designed to utilize the decisions of the expert weather personnel on staff at Offutt Air Force Base. This policy bulletin does not apply to the Courts, the Sheriff's Office and divisions, nor designated staff. Designated staff are those employees which have been deemed, by his or her Elected Official or Department Head, as being necessary to ensure continuity of operations.

Policy:

- A. Sarpy County has determined that during periods of adverse weather it will follow the decisions of Offutt Air Force Base regarding full closures and late starts. If Offutt Air Force Base is closed for the full day, County offices and departments will be closed to the public and County employees need not report to work. Additionally, if Offutt Air Force Base declares a late start, County offices and departments will report late for the day with a two hour late start.
- B. If adverse weather conditions arise during the course of a workday, the County Administrator is responsible for contacting the County Board Chairperson and together they will make the decision regarding whether to close early.

Notification:

- A. During normal working hours the County Administrator will notify the County Clerk and the Human Resources Department when adverse weather conditions affect county operations and will advise of the type of closure and effective time(s). The Clerk's Office will contact Elected Officials/Department Heads and the designation will be immediately posted on the County website. The Clerk's Office will also contact all media and list information on the Clerk's voice mail line (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's Office will notify the media of a closure or late start and create a 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 402-593-1550 for a recorded emergency message for that day. County Employees should continue to monitor all TV/Radio broadcasts for possible updates prior to departing for work. If there is no notification as referenced above, County Employees shall report to work as usual.