



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 Communications Manager 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 Communications Manager will contact Elected Officials/Department Heads and the designation will be immediately posted on the County website. The Communications Manager will also contact all media and list information on their voice mail line (402-593-4132). 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 Communications Manager 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 402-593-4132 for a recorded emergency message for that day. County Employees should continue to monitor all 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.



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Compensation Procedures:

For purposes of computing compensation during a declaration of adverse weather closure, the definition of a scheduled workday will be from 12:00 a.m. until 11:59 p.m.

Employees not considered 'designated staff' (and thus not required to report to work) will be paid for their regular scheduled hours during the declared adverse weather closure, be it a late start, early closure, or full day closure.

Employees who are considered 'designated staff' (and thus are required to report to work) will be paid both 'closure pay' and receive compensating pay or compensatory time off for hours actually worked. Designated staff who do not report to work during this time will be charged vacation and may be disciplined.

Employees not scheduled to work any of the defined hours of the declared adverse weather closure will not receive 'closure pay'.

Any previously approved leave (e.g. sick, vacation, or compensatory time off) will not be charged against the amount of time of the late start/early closure/full day closure.

Examples:

A. Full closure: adverse weather closure declared for January 11, 2019.

- Employee A – not deemed designated staff.
Scheduled to work 7:00 a.m. until 4:00 p.m. (does not report to work)
Would receive eight (8) hours of 'closure pay'.
- Employee B – deemed designated staff.
Scheduled to work (and does work) 6:00 a.m. until 6:00 p.m.
Would receive twelve (12) hours of closure pay and twelve (12) hours of regular pay
- Employee C – deemed designated staff.
Scheduled to work (and does work) 6:00 p.m. 01/11/19 until 6:00 a.m. 01/12/19
Would receive six (6) hours of closure pay and twelve (12) hours of regular pay
- Employee D – deemed designated staff.
Scheduled to work (and does work) 4:00 p.m. until 12:00 a.m.
Would receive eight (8) hours of closure pay and eight (8) hours of regular pay

B. Late Start: two hour late start (Courthouse opens at 10:00am) for March 4, 2019

- Employee E – not deemed designated staff.
Scheduled to work 7:00 a.m. until 4:00 p.m. (reports to work at 10:00 a.m.)
Would receive three (3) hours of 'closure pay' and pay for hours worked until 4:00 p.m.



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- All Designated Staff:
For late start /early closure, designated staff who are scheduled to work and do work during the late start / early closure will receive 'closure pay' for the number of hours closed plus pay for all hours actually worked.