

Hertford County

Inclement Weather Policy

- Purpose:** The purpose of this document is to establish an inclement weather policy for Hertford County.
- Scope:** This policy applies to all Hertford County employees and is consistent with the Hertford County Personnel Ordinance and the Fair Labor Standards Act.
- Objective:** The objective of this policy is to establish guidelines by which decisions will be made to delay or close Hertford County's operations, activities, or events during inclement weather conditions.
- Policy:** Hertford County is committed to the safety and security of its employees, citizens, visitors, and customers. As such, the decision to delay or close operations, activities, or events is based on the overall concern for the safety and security of Hertford County employees and the general public. However, it is the practice of Hertford County to remain open and to conduct business as usual during periods of inclement weather, except as noted in this policy statement. This policy has four parts: County Manager's Responsibility, Department Head's Responsibility, Employee's Responsibility, and Compensation.

i. County Manager's Responsibility During Inclement Weather

Any decision to close or delay county operations will be made by the County Manager in consultation with the Board of Commissioners, the Emergency Management Director

and the Sheriff, and communicated to employees through the CodeRed System, the Hertford County website, and local television stations (Channels 3, 5, 7, 10, and 13). Communications to employees concerning delays and/or closings of County operations will be classified as Condition 1, Condition 2, or Condition 3. Each condition denotes which groups of personnel are required to report for duty. These groups of personnel are classified as emergency personnel, essential personnel, and non-essential personnel and are designated as follows:

Condition 1

Emergency Personnel: Hertford County Sheriff’s Office, Emergency Medical Services, Emergency Management, E-911 Communications, Detention Center, and Public Works and Facilities.

Condition 2

Essential Personnel: Administration, Finance, Inspections, Human Resources/Risk Management, and Department of Social Services.

Condition 3

Non-essential Personnel: GIS/Land Records, Office on Aging, Board of Elections, Veteran Services, Soil & Water Conservation, Cooperative Extension, Register of Deeds, Tax Assessor, Tax Collection, Economic Development and Planning/Zoning.

ii. Department Head's Responsibility During Inclement Weather

Each department head is responsible for maintaining, enforcing and communicating standard operating procedures for times of inclement weather within their division. The standard operating procedures for each department will contain assignments as to which positions are required to report for duty and what services (on-site or remote), if any, will be provided at any given condition level. Whenever possible, Hertford County will advertise what services are available to citizens during times of inclement weather on the Hertford County website.

iii. Employee's Responsibility During Inclement Weather

Unless otherwise directed, all employees are expected to report to work at their regular time and to remain at work throughout the course of their regularly scheduled workday. If an employee believes she/he cannot commute safely between his/her home and place of work during periods of inclement weather, the employee is required to notify his/her supervisor no later than one hour prior to the regularly scheduled opening of the office of the department to which the employee is assigned, or must get prior approval from their supervisor to leave work before the normal scheduled workday, will be required to use accrued paid leave for the time the employee was unavailable for work. Any employee that is absent from work, whether by leaving early without their supervisor's approval or absent from work without appropriately notifying their supervisor, is considered insubordinate and may be subject to disciplinary action.

iv. Compensation During Inclement Weather

Fair Labor Standards Act requires employers to pay non-exempt employees only for the hours that they physically worked. Each full-time employee (both exempt and non-

exempt) may be granted up to 24 hours of inclement weather leave on an annual, non-rolling basis effective January 1st of each year. Inclement weather leave may only be used when Hertford County offices are closed and/or delayed due to inclement weather. When Hertford County operations are closed and/or delayed, non-exempt employees will be required to use accrued paid leave (in this manner: inclement weather leave, gap, compensatory time, vacation, or leave without pay*) in lieu of the time that work was not available due to closings, delays, etc. If a non-exempt employee does not have any accrued leave to use in lieu of the time that work was not available due to office closings or delays, the employee may enter a leave without pay status. Exempt employees will also be expected to use accrued paid leave for hours not worked.

*denotes any full time employee not wishing to use accrued paid leave (gap, compensatory time, or vacation) will have the option of taking leave without pay and receiving a reduced paycheck for the hours due to inclement weather.