

ORDINANCE 2011 – 17

HUNTINGTON COUNTY BOARD OF COMMISSIONERS

**AN ORDINANCE AMENDING THE COUNTY OF HUNTINGTON, INDIANA PERSONNEL
POLICIES HANDBOOK**

WHEREAS the County of Huntington, Indiana is an Equal Opportunity Employers, and

WHEREAS it is the intent of Huntington County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS the County of Huntington, Indiana provides Huntington County employees with information about established terms and conditions of employment and employee benefits, and

WHEREAS the Huntington County Commissioners adopted the Huntington County Personnel Policy Handbook on January 11, 2010, and


WHEREAS it is necessary to amend personnel policies from time to time.


NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF HUNTINGTON, INDIANA BOARD OF COMMISSIONERS THAT:

The attached Sections, 3.17, of the County of Huntington Personnel Policies Handbook shall amend, modify and replace Sections 3.17 of the current County of Huntington, Indiana Personnel Policies Handbook adopted January 11, 2010.

The attached Sections, 3.17, of the County of Huntington, Indiana Personnel Policies Handbook are hereby adopted this 21 day of November, 2011; and shall be in full force and effect from and after its passage.

**BOARD OF COMMISSIONERS
HUNTINGTON COUNTY, INDIANA**


Kathryn Branham


Leon Hurlburt


Tom Wall

ATTEST:


Cindy Yeiter, Auditor

3.17 **EMERGENCY CLOSING**

DEFINITIONS

Adverse weather and other conditions of a serious nature: Inclement weather or other conditions that may prohibit some employees from reporting to work as scheduled but do not require the closing of facilities or total curtailing of operations.

Emergency closing conditions: Conditions that result in the closing of a state office or the curtailing of operations. Conditions that may be hazardous to life or safety and that may warrant closing of County offices include: catastrophic life threatening weather (significant snow and/or ice, hurricane, tornado, earthquake, flood or other natural disaster), fire, equipment failure, extended disruption of power and/or water, contamination by hazardous agents, terrorist acts or forced evacuations from the agency or work site. Curtailing of operations includes, but is not limited to, situations where offices open late or close early due to an event described above. It does not include situations where there is a power disruption and power is restored by other means, i.e., generators, etc. A power disruption must be for an extended period of time with no expectation that power will be restored quickly as confirmed by the appropriate authorities, i.e., Power Company, etc.

Emergency employees: Employees who are required to work during adverse weather, other conditions of a serious nature or an emergency because their positions have been designated by their agencies as mandatory/essential to agency operations.

Even in times of adverse weather or emergency closings certain County operations must be available for service to the general public. The following departments (Public Safety and Police, Highway Department) are required to be available and have contingency plans in place for continuing operation during periods of adverse weather or emergency closure.

Applicability

County employees who perform non-essential or non-emergency type services during a period of severe weather or emergency situations are covered by this policy.

Department heads who have responsibility for essential services shall designate essential operations and positions. Essential operations shall include, but shall not be limited to, protection of the public or services required to improve driving conditions (Sheriff's Department and Highway Department). In unique emergency situations other positions may also be considered essential. Employees holding positions so designated will be expected, as a condition of their employment to report to work.

Inclement / Adverse Weather Conditions

In cases of inclement or adverse weather, County employees should make a good faith determination about their safety when attempting to travel to work. The Commissioners shall make a determination regarding the severity of the weather conditions and whether

special consideration may be given to excuse employees, who, for good reason, arrive late for work or who do not report for work.

Employees who do not report for work will have the lost time deducted from their pay. In lieu of lost time, the employee may elect to use vacation time, compensatory time (if already earned), or a personal day.

Department Heads may allow employees to leave work early for inclement weather subject to the pay procedure above.

Closure of Non-emergency services due to Emergency Situation

In the event that an emergency situation should occur requiring closure of buildings or curtailment of non-emergency services, the Commissioners shall make such determination known to Department Heads. If such a decision is made prior to the commencement of the work day, local radio stations will be asked to broadcast an announcement. Other methods of communicating with employees may be used if available.

Employees may use vacation, compensatory time or personal days in lieu of time not worked. When offices are closed early, employees will be paid for time worked, and may use vacation, compensatory time or personal days in lieu of time not worked.

When employees are allowed to use vacation, compensatory time or personal days, or take the time unpaid as described in this policy, they shall advise their supervisor as soon as possible which option they are choosing. If notification to the supervisor is not made in a timely fashion, the time not worked will be considered unpaid time.

When offices / departments are closed, employees will not be allowed to continue to work beyond the designated closing time, and will not be allowed to remain in the building after the office has been closed without department head approval.

If offices / departments are closed on an employee's last scheduled work day prior to a holiday or first scheduled work day after a holiday, the closing will not affect the employee's eligibility for holiday pay.

Employees who are on a scheduled absence from work due to vacation, illness or injury, or leave of absence shall not be affected by the provisions of this policy, or to any exception made to this policy as a result of an emergency situation.

The Commissioners shall have the discretion to adjust the policy during ongoing or extreme circumstances.