



Inclement Weather

Number: B-3

Revision: 2

Effective Date:
02-16-2009

Pages: 3

1.0 POLICY

The diversity of Lee County services and programs makes it impossible to apply a uniform countywide policy on how operations will be affected in times of adverse weather or other problematic conditions. The County Manager, or appointed designee, shall determine which operations may be suspended or temporarily closed. In order to serve the citizens, some functions of County government, such as public safety, must never close, and will remain open during all adverse weather and other emergency conditions.

2.0 DEFINITIONS

- 2.1 Exempt:** Employees in positions that are defined as Exempt from the overtime provisions of the Fair Labor Standards Act.
- 2.2 Inclement Weather:** Weather conditions that make travel to and from work especially difficult. Typically this is an accumulation of ice/snow but could occur as a result of unusually severe storms of other types.
- 2.3 Non-Exempt:** Employees in positions that are covered under the overtime provisions of the Fair Labor Standards Act.
- 2.4 Essential Employees:** An employee whose job responsibilities require that he/she be at work (regardless of weather conditions) to directly provide immediate essential service to the public or provide direct leadership or support to those who do.
- 2.5 Inclement Weather Days:** Two (2) paid days allowed annually for **closures** due to inclement weather.

3.0 PROCEDURE / RULE

3.1 General Provisions

- A. The County Manager or designee shall declare that the Inclement Weather Plan is in effect by announcing that County Administrative offices will be on a delay or closed. Late opening/early closing information will be publicized through normal media outlets and the inclement weather phone system, (919) 718-4696.
- B. All essential employees are expected to be at work at scheduled times unless otherwise instructed. **Exempt employees that are deemed essential in a qualified FEMA emergency situation may be paid a bonus of hours worked at straight time.**
- C. Employees not designated as essential employees may, during a declared weather emergency, report to work by the designated opening time or time at a designated early closing time and still be considered as having worked their entire normal duty day.
 - 1. Those who do not report to work at all shall be charged time (Vacation, Compensatory, or Leave without Pay) for all hours missed during a normal workday (See Section 3.2.c). This provision also applies if a department chooses to close a facility or program and directs employees to not report to work. However, should the County **close**, up to 2 paid days could be allowed to compensate employees for missed time.
 - 2. Employees reporting after the designated starting time (See Section 3.2.c.) shall be charged time (as in Section 3.1.c.1) for the hours missed **after** the designated starting time.

[Special Note: Exempt employees may not be charged Leave Without Pay in increments of less than a whole day.]

- D. **Employees absent for vacation time or sick time during a time designated inclement, shall continue to be paid as vacation time or sick time.**

3.2 Departmental Provisions

- A. The County provides a wide variety of services under very different circumstances. In recognition of this, each department (especially those offering direct public services) is encouraged to develop more detailed policies regarding attendance during inclement weather. In addition to basic attendance requirements this may include, but is not limited to, the department's approach to the use of County vehicles for employee transportation.
- B. Each department is responsible for determining which employees are essential and for communicating the designation to each employee. Employees will need

to update their departments regularly in advance if personal circumstances, such as the care for small children or elderly parents, prevent them from fulfilling their duties should their services be needed during an irregular schedule.

- C. Department Directors may (if feasible) allow employees to make up time missed due to the weather provided that the time is made up in the same workweek.

4.0 APPENDIX / APPENDICES

None.