

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) R



Date: 02-04-16

Weekly Agenda Date: 02-09-16

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: Severe Weather Closing

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Severe Weather Closing, Discussion and Action.

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDATION:

ACTION REQUIRED/PROPOSED MOTION:

Approved by Board of Supervisors March 3, 2015.

Severe Weather Closing

During severe weather we have two types of closings that apply to personnel who are not part of a 24/7 operation and are not emergency personnel. Per Chairman Taylor's direction we followed policy to a Tee.

1) Closing During Normal Work Hours

If an emergency closing occurs during an employee's excused absence from work for vacation, sick leave, etc., the employee shall not have the option of changing their leave status because employees on the job were paid for the balance of the work day.

and

2) Closings Prior to Normal Work Hours

When the Board officially closes the Courthouse, department, and/or operation preventing employees from reporting to work through no fault of their own, the employees scheduled to work will be paid for the normal period of work during the time the Courthouse, department, and/or operation is closed, with the exception of "essential personnel".

There are differences in how these are approached as far as scheduled vacation or sick leave is concerned:

With #1, closing during normal work hours or early outs one is in a position of dismissing people to allow them to get home safely. The idea is that those who were at work would be dismissed without penalty. It is only for those at work so if you were already scheduled to be away from work there is no need for you to leave because you are already gone. If you had vacation or sick time scheduled you fill out the remainder of the day using your sick or vacation time as you would have were we open for the entire shift. For those who were at work when the "Early Out" occurred, you are paid for working your entire shift.

With #2 above, Closings Prior to Normal Work Hours, one is not able to report to work. The closure is announced in advance of normal working hours and all are aware there is no work to report to. In this instance since no one can report to work no one is expected to use a vacation or sick day. There is no "work" to be on vacation from.

While the Handbook is essentially silent in instance #2 as to whether someone on vacation or out on sick leave would be required to utilize the vacation or sick time they had already put in for, we believed it to be fair to the employee and to everyone to have this time count for all as paid time by the County. This is the course we followed with Chairman Taylor's direction.

The purpose of this memo is a starting point to clarify as precedent that when safety dictates that we must close the Courthouse in advance of its normally scheduled opening that all personnel who would have worked would be paid for the time the Courthouse was closed. In this instance they need not use sick time, vacation time, or personal days to cover those hours.