



# MONROE COUNTY COURTS

106 East First Street · Monroe, Michigan 48161-2197

Hon. Michael A. Weipert, 38<sup>th</sup> Circuit Court Chief Judge

Hon. Jack Vitale, 1<sup>st</sup> District Court Chief Judge

Hon. Cheryl E. Lohmeyer, Probate Court Chief Judge

Administrative Order C38 2020 – 02J; rescinding 1999-02J

Administrative Order D01 2020 – 02J; rescinding 1999-03J

Administrative Order P58 2020 – 01J; rescinding 1999-03J

## Unscheduled Court Closing Due to Weather Emergencies

### **IT IS ORDERED:**

This Local Administrative Order is issued pursuant to Michigan Supreme Court Administrative Order 1998-5, and after consultation with the Monroe County Board of Commissioners Designee to provide for procedures for suspension of court operations and closure of court facilities due to weather emergencies. It is the courts' intent to ensure that decisions regarding suspension of court operations are consistent with decisions made regarding county operations to the extent possible without undue disruption of service to litigants.

### Suspension of Operations

The Chief Judges will consult with the Monroe County Chief Financial Officer to determine if a weather emergency will result in a decision to close the Monroe County Courthouse.

The decision to close the courts will be announced by the Chief Judges, or persons the Chief Judges designate as responsible for making this announcement, to court employees and local law enforcement by a means to reasonably assure notice.

Public notice will be made by posting a notice at all court entrances, on the courts' web pages and providing announcements over local radio and/or television stations.

### Employees' Time Off Due to Weather Emergencies

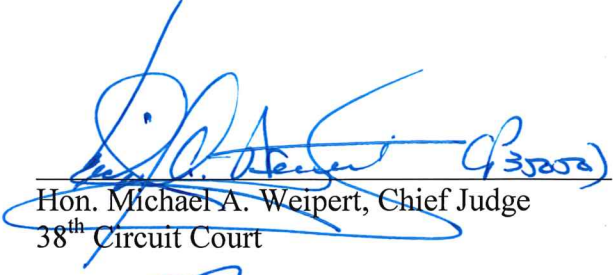
If the funding unit declares a weather emergency and closes the Monroe County Courthouse, court employees will charge time off in a manner consistent with the way the funding unit treats its employees for that closure, unless a collective bargaining agreement contains provisions to the contrary.

If the court closes and releases its employees, but the funding unit does not, then court employees must use accumulated leave time or take unpaid leave, unless a collective bargaining agreement contains provisions to the contrary.

The court adopts the Monroe County policy number 702 titled, County Facilities Closing due to Inclement Weather and Emergencies which is attached.

Effective upon approval by the State Court Administrative Office.

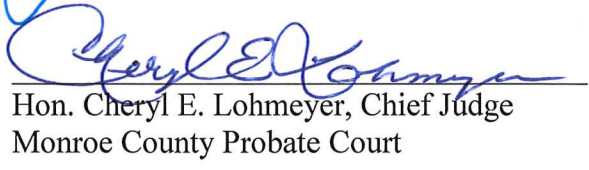
Date: March 13, 2020

  
Hon. Michael A. Weipert, Chief Judge  
38<sup>th</sup> Circuit Court

Date: March 13, 2020

  
Hon. Jack Vitale, Chief Judge  
1<sup>st</sup> District Court

Date: March 13, 2020

  
Hon. Cheryl E. Lohmeyer, Chief Judge  
Monroe County Probate Court

Section Name: Buildings and Property    Effective Date: December 20, 1994  
Date of Revision: March 23, 1999

Section Number: 700  
Policy Number: 702  
Page: 1 of 2

Subject: County Facilities Closing Due to Inclement Weather and Emergencies

1. Purpose. The purpose of this policy is to clarify those times that the County Facilities will be closed due to inclement weather, disasters, and building emergencies.
  
2. Policy.
  - 2.1 Monroe County governmental facilities shall not close due to inclement weather during periods when those facilities are scheduled to be open for business. Should an employee determine that he or she is unable to report for work due to weather conditions, the employee shall immediately contact his or her supervisor to report the absence. This section does not apply to twenty-four per day operations.
  
  - 2.2 In the event of a disaster, the County Administrator/Chief Financial Officer shall determine if County services to the public should be suspended. All County employees shall report to work unless the County Administrator/Chief Financial Officer determines that employees should not report to work.
  
  - 2.3 In the event of a building emergency that renders a building inoperable due to damage to the facility or equipment, including heating, electrical or structural damage, the County Administrator/Chief Financial Officer shall determine if service to the public should be suspended. Employees shall report to work unless the County Administrator/Chief Financial Officer determines that the building emergency causes the facility to be inoperable.
  
3. Definitions.
  - 3.1 Inclement Weather: Inclement weather is defined as weather conditions that make travel on public highways difficult or impossible.
  
  - 3.2 Disaster: A disaster is defined as conditions that threatens the life and safety of persons and property, and requires emergency action to remove persons from the threat of injury.
  
  - 3.3 Building Emergencies: Building emergencies are defined as a situation that requires immediate action to repair damage to the structure or equipment, and that render the facilities to be inoperable.

4. Application. This policy applies to all employees of the County of Monroe
5. Responsibility. The County Administrator/Chief Financial Officer or in his absence the Board Chairperson will have the responsibility for overseeing and implementing this policy.
6. Administrative Procedures: If it has been determined that facilities should be closed, employees will be notified by the Human Resource Department with the telephone fan out system. Notice will also be provided on WJR (760 AM or WTWR (98.3 FM) radio.
7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners,  
dated December 20, 1994.

Revised pursuant to action of the Monroe County Board of Commissioners,  
dated March 9, 1999.



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## Monroe Unscheduled Court Closing Due to Weather Emergencies - Approved

1 message

Region2 Info <Region2-Info@courts.mi.gov>

Mon, Mar 16, 2020 at 1:59 PM

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Cc: Region2 Info <Region2-Info@courts.mi.gov>, "Michelle Marcero (michelle\_marcero@monroemi.org)" <michelle\_marcero@monroemi.org>, Jessica Chaffin <jessica\_chaffin@monroemi.org>, "Melissa Strong (melissa\_strong@monroemi.org)" <melissa\_strong@monroemi.org>, "brianna\_miller@monroemi.org" <brianna\_miller@monroemi.org>

Monroe Unscheduled Court Closing Due to Weather Emergencies - Approved

C38 2020-02J; Rescinds C38 1999-02J

D01 2020-02J; Rescinds D01 1999-03J

P58 2020-01J; Rescinds P58 1999-03J

This is to advise that we have reviewed the above referenced administrative order and find that it conforms to the requirements of MCR 8.112(B). This order is being accepted and filed.

Jodi M. Latuszek, JD  
Region II Administrator  
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