

Section Name: Buildings and Property
Section Number: 700
Policy Number: 702

Effective Date: December 20, 1994
Date of Revision: November 2, 2021

Subject: County Facilities Closing Due to Inclement Weather and Emergencies

Purpose.

The purpose of this policy is to clarify occurrences and resulting outcomes when County Facilities will be closed due to inclement weather, disaster events, and other types of building emergencies.

Scope:

This policy applies to all employees of the County of Monroe.

Statement of Policy.

- A. 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, including impacts to transportation systems, the employee shall immediately contact supervisory personnel to report the absence and receive any further direction. The employee shall be required to use available personal, vacation or PLT time as applicable. Under this section, the County will not provide additional paid leave time beyond what the employee has earned for this specific absence.
- B. 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. Under his section of the policy, employees who are not able to occupy a building due to the emergency will not be charged employee earned leave time.
- C. In the event of a building emergency that renders a building inoperable or unsafe to occupy 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. A portion or area of a building may be vacated without the need to vacate the entire building. Employees may be temporarily removed from the impacted building and assigned to a different building or area(s) within the building. Under this section of the policy, employees who are not able to occupy a building due to the emergency will not be charged employee earned leave time.

Definitions.

- A. Inclement Weather: Inclement weather is defined as weather conditions that make travel on public roadways and other transportation systems difficult to travel upon and extreme caution is required to safety travel.

- B. 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.
- C. Building Emergencies: Building emergencies are defined as a situation that requires immediate action to repair damage to the structure, and building systems including life safety equipment that rendered facilities inoperable or other safety threats when occupying a facility with a known and credible threat to the safety of occupants has been determined.

Policy Compliance:

- A. Responsibility. The County Administrator/Chief Financial Officer or in his absence the Board Chairperson will have the responsibility for overseeing and implementing this policy. Other officials may be included to provide input and recommended actions under any of the circumstances contemplated in this policy.

Administrative Procedures: If it has been determined that facilities should be closed, employees will be notified by their immediate supervisor, the Human Resource Department, through a telephone fan out system, email notice, and other communication methods. Notice may also be provided on WJR (760 AM or WTWR (98.3 FM) radio depending on the severity of the incident and available communication methods. Updates may also be posted simultaneously on the County's website to inform the public and employees of the event and actions to be taken.

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 November 2, 2021.