

CASWELL COUNTY POLICIES AND PROCEDURES				
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## Caswell County Inclement Weather Policy

### POLICY

This policy provides guidance for the notification of Caswell County employees of delays and/or closings of government facilities in a timely manner. Caswell County is committed to the safety of and security of its employees, citizens, visitors, and customers. As such, the decision to delay or close operations, activities, or events will be based on overall concern for the safety and security of Caswell County employees and the general public. Whenever possible, Caswell County will advertise what services are available to citizens during times of inclement weather on the Caswell County website and the Caswell County Facebook site.

### **PROCEDURE-NOTIFICATION OUTSIDE THE NORMAL WORKDAY**

- The Emergency Management Coordinator (EMC) or appointee will consult with Caswell Public Schools, D.O.T., Sheriff's Office, etc., about travel conditions throughout the county.
- The EMC will stay in contact with other departments charged with responding to adverse weather conditions (EMS, Sheriff's Office, and Maintenance Department) regarding all County facilities in advance of and during adverse weather alerts and conditions. This will ensure appropriate and timely preemption response.
- An announcement about the workday will be made by the County Manager no later than 6:30am on the workday. Any necessary changes that occur after that time will revert to the workday option below.
- The EMC will call the County Manager between 5am and 6am to verify road and parking lot conditions in case of adverse weather.
- Based on details regarding County buildings, safety issues, and weather conditions from the EMC, the County Manager will make a decision on the delayed opening or closure of County offices.
- The Manager will call the Clerk of Superior Court to coordinate the delay or closing of state offices within the County.
- The Manager will contact the Public Information Officer (PIO) immediately following discussion with the EMC and provide details regarding why the opening/closing decision was made for possible media inquiries.
- The PIO will post the delay or closure as well as what services are available to the public on the County's website and Facebook page.
- The EMC or appointee will generate a notification to all County employees via the "CODE RED SYSTEM" by 6:30am.
- The PIO will notify the following television outlets by 7:00am:
  - WFMY News 2
  - WGHP Fox 8
  - WXII Channel 12
- The Manager will call the Board Chair to notify of delay/closing if Chair desires.
- County employees and citizens should log onto the County website or Facebook; or watch major television outlets to receive updates regarding the status of a delay or closing.
- In the absence of the Manager, the acting County Manager or Board Chair will act in the absence of the Manager. Others instrumental in disseminating delay/closing status information must

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designate an emergency back-up to serve in their stead should they be out of town, on vacation, or sick. The back-up must be available to facilitate their assignments should an emergency arise.

### **PROCEDURE-NOTIFICATION DURING WORKDAY HOURS (BETWEEN 8AM & 5PM MONDAY – FRIDAY)**

The notification process during workday hours is the same as the above steps for notification outside the normal workday with one additional step:

- The County Manager working in conjunction with the PIO will email all County employees advising the times and changes in the work day and any other special instructions.

Employees who are scheduled to work but do not report to work due to hazardous weather conditions will be charged for the entire day and will not receive Administrative Leave. Accumulated leave will be utilized in the following order:

- Compensatory Time
- Vacation
- Sick
- Petty

Administrative leave may be granted to on-duty full-time and part time probationary and post-probationary employees during periods when the County Manager has closed the county offices because of adverse weather conditions. In order for an employee to be eligible for Adverse Weather Leave:

- The employee must be a regular employee (full time or part time working at least 20 hours per week and contributing to the retirement system).
- The day in which inclement weather alters the County offices' standard work day must be a day on which the employee would normally work.
- The hour during which the County offices are closed must fall within the employee's normally scheduled work day.

Part time non regular and seasonal employees are not eligible for Administrative Leave. If an employee has already exceeded the hours of his/her normal workweek (i.e. 40 hrs.), the employee does not receive Administrative Leave for hours the County Offices are closed. If actual hours worked for the designated day are greater than the employee's normal work day, the employee does not receive Administrative Leave. Employees who have called in sick or have previously requested to be absent on the day(s) of closing will not receive Administrative Leave. Administrative Leave paid cannot exceed the time difference between early closing and the end of a normal work day. Essential employees in departments which cannot close will not receive Administrative Leave.

Essential Employees:

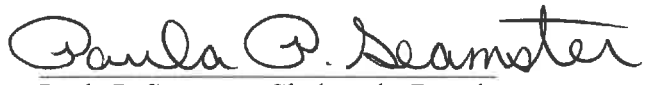
- All Emergency Services and Public Safety Employees
- Maintenance Department Employees

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This Caswell County Inclement Weather Policy is effective upon its approval, this the 17th day of February, 2016.

  
William E. Carter, Chairman

Attest:

  
Paula P. Seamster, Clerk to the Board

