

Category: 370-Workplace Safety

Number: 374

Policy: Emergency Closure or Partial Closure

Purpose: This policy outlines the County's overall response in the event of a severe weather event, disaster or unforeseen building issue. It provides the authorization to take extraordinary measures to safeguard employees' health and well-being during an unforeseen emergency event while ensuring the County's ability to maintain essential operations and continue providing essential public services.

Authority: St. Clair County Board of Commissioners

Application: This policy applies to every department and employee, including elected and appointed officials, of St. Clair County government.

In the event of a disaster, weather event or emergency, the Administrator/Controller or authorized designee, upon concurrence of the Chairperson or Vice-Chairperson of the County Board of Commissioners and the Chief Judge shall have exclusive authority to determine when conditions are such that employees need not report to work or may be sent home early with full pay.

In as much as the County provides services around the clock, special notice will be provided the department heads and/or supervisors with employees scheduled to work at times other than traditional office hours. It is the responsibility of the department head and/or supervisor to notify their affected employees.

Employees designated as essential by the County Administrator/Controller, department head or authorized designee and required to report to work shall receive straight pay for the work performed. Employees who are sent home early or told not to report to work will receive pay as though the hours were worked. Employees on a scheduled day off, with or without pay, are not entitled to any additional pay.

LOCALIZED OCCURRENCES

The disaster, emergency or condition may be localized and not affect all employees at all locations of the County. In the event of a localized disaster, emergency or condition the following shall apply.

- If the disaster, emergency or condition is limited to a particular location, the department head and/or supervisor must contact the County Administrator/Controller or designee who will determine the necessary course of action.
- Employees who are sent home early or told not to report to work will receive pay as though the hours were worked.
- Employees on a scheduled day off are not entitled to any additional compensation..
- It is the responsibility of the department head and/or supervisor to provide all employees with scheduling instructions at the affected location. In the event the department operates at more than one location the following shall apply:
 - Only the employees at the location affected may be subject to leaving work early or not reporting to work.

- The department head and/or supervisor shall have authority to schedule the employees at an affected location to work at an alternate location.

The County Administrator/Controller or authorized designee shall communicate with department heads and/or supervisors through email, press release or other appropriate methods. Department heads and/or supervisors will then notify employees to leave work early and/or not to report to work.

Employees may be required to telecommute or report to work at a location where other employees have been sent home early or told not to report to work. This location may or may not be the location where the employee is normally scheduled to work. In this event the employee is entitled for overtime pay only for those hours outside his or her scheduled hours of work. In other words, the employee is entitled to his or her regular pay when working regularly scheduled hours.

All employees who telecommute are subject to and must sign the St. Clair County Telecommute Policy and Agreement.

For further information, an employee may contact the Human Resources Department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted: December 10, 2020