

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

INCLEMENT WEATHER GUIDELINES

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A. The Employer recognizes that on certain days it may be difficult or impossible for an employee scheduled to work to report for duty due to inclement weather caused by excessive snow, ice, or other weather conditions. In order to clarify how such situations will be handled, the following policy and procedures have been adopted.

B. Bad Weather:

When snow, ice, or other weather conditions makes travel to and from work difficult but is not severe enough to require the closing of County facilities, employees are encouraged to make every reasonable attempt to report to work as scheduled. Employees will be compensated in the following manner when these type of weather conditions exist:

1. Employees reporting for work as scheduled will be paid at their regular rate of pay for all hours actually worked.
2. Employees not scheduled to work but who are called in to deal with the effects of the weather conditions or to maintain adequate staffing levels, shall be paid in accordance with Section 3.01 of this Manual for all active duty time.
3. Employees scheduled to work who make a reasonable attempt to report to work but are unable to report due to the weather conditions, shall notify their immediate supervisor regarding their situation as soon as possible. Such employees shall have the following options:
 - a. Request to use accrued vacation or compensation time to cover the period of absence, subject to the approval of the SCAA; or
 - b. Request a personal leave of absence without pay to cover the period of absence, subject to the approval of the SCAA.
 - c. Employees who fail to report during bad weather conditions without notifying their immediate supervisor of their situation will be charged as being absent without approved leave.

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C. Weather Emergencies:

In cases when weather conditions are severe enough to cause the Sheriff to declare a "Level III Weather Emergency" or for the Board of County Commissioners to officially close County offices and/or non-continuous-operating County facilities, the following procedures shall apply:

1. Employees who were scheduled to work but were unable to do so because the office or facility was closed shall be paid for their full shift.
2. If the office or facility is officially closed due to a weather emergency during employees' normal work shift and such employee is therefore required to leave early, the employee shall be paid for the remainder of the regularly scheduled shift.
3. If a Level III Weather Emergency is lifted during the shift and employees have already been notified not to report to work, such employees shall be paid for their entire shift.

D. Continuously-operating Facilities:

Employees working in facilities which must operate twenty-four (24) hours per day on a continuous basis shall make every reasonable effort to report to work even during officially declared weather emergencies, provided the employee can do so in a safe manner. Sandusky County Commissioners recognize that during declared emergencies, continuous operating County facilities need to be attended to, along with concentrated preparation (plowing-shoveling-salting) for re-opening of non-continuous operating County facilities. The following procedures shall be applicable to employees in continuously operating facilities and to other employees who may be required to work in order to deal with the effects of the inclement weather (e.g., Facility Management maintenance personnel):

1. Employees who are required and able to report to work as scheduled shall be paid their regular hourly rate for all originally scheduled hours at their normal rate of pay (calamity pay) plus receive, on an hour for hour basis, an additional hour of pay for such hours actually worked during a declared emergency.

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2. Employees, who are scheduled to work, but are unable to report for their regular shift because conditions make it impossible, shall be paid (calamity pay) for their regular shift.
 3. Overtime will be paid only if the actual hours worked qualify in accordance with Section 3.01 of this Manual. Paid non-work time shall not be counted as hours worked when computing overtime.
- E. The Employer may offer to transport essential employees in order to deal with the weather emergency or to adequately staff continuous-operations during a declared weather emergency. Such employees shall be required to accept such transportation and to report to work.
- F. Any employee refusing employer provided transportation during bad weather or during a weather emergency, shall be considered absent without approved leave, be subject to disciplinary action, and shall receive no form of compensation from the Employer during such absence.
- G. Employees who make a concerted effort to report to work during bad weather or during a declared weather emergency will be given reasonable consideration should they arrive late due to the weather conditions.
- H. Employees already on previously authorized leave (i.e., approved sick leave, comp use day, or vacation leave) when a weather emergency is declared shall remain on such leave and not be eligible for any benefits (calamity pay) for the hours the department is closed as provided by this policy, since they were not available to report for work.