

SECTION 06-08

Effective Date: July 1, 1996

OFFICE CLOSURE DURING EMERGENCIES

The County Administrator is empowered by the Board of Supervisors to close the offices and operations of all Administrative Division departments when in his/her judgment circumstances warrant due to a health, safety or other threat to County employees or to the public who must use County facilities and properties. Such threats include severe incimate weather or other unusual conditions. In the absence of the County Administrator, the Acting County Administrator or Chairman of the Board of Supervisors is empowered to direct such closure. In certain circumstances, the County Administrator may be directed to close such facilities by law enforcement or other emergency personnel exercising their legal authority pursuant to local, state or federal law.

The County Administrator, the Acting County Administrator or Chairman of the Board of Supervisors may direct that certain Administrative Division employees and departments report to or remain at work during an emergency closure. In this event, all hours worked by such employees will be compensated at the "holiday rate" set out in Section 07-12 of this Manual. All permanent/full-time Administrative Division employees relieved of duty due to an emergency closure will be paid for the time relieved at their regular rate of compensation. All other Administrative Division employees will receive no compensation for lost work time due to such closure. Employees voluntarily working during such closures (doing so purely from personal initiative) shall not be eligible for "holiday rate" compensation or paid time off.