

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Employee Leave and Compensation		P&P-L-104
Snow Day / Delayed Start / County Closures		
Effective Date: 11-12-08 Supercedes: 01-26-07	Approval: Sheriff	Number of Pages: 2
References: DC Personnel Guidelines 3.5	Reevaluation Date: Annually or as needed	Standards:

I. POLICY

The County manager or the chairman of the Board of County Commissioners may officially close or delay the opening of all County offices due to severe weather and/or other emergency circumstances that may occur.

II. PROCEDURE

When a closure or delay in opening is designated, employees, depending on their classification (essential, non-essential), may be entitled to extra straight-time hours in addition to their normal pay.

III. ESSENTIAL PERSONNEL

Employees that are classified as essential personnel, if scheduled to work, must report, regardless of the weather or circumstances for the closure or delay. If the employee is unable to report for that day, the employee must deduct their scheduled hours from their accumulated leave (vacation time / sick time / personal day). Employees who work will receive extra straight-time hours equal to the hours of the closure or delay. Compensation for the closure or delay will be equal for all essential personnel from the first effected hour to 24 hours forward. Essential personnel may be instructed by an on-duty supervisor (lieutenant or above) not to report to duty due to manpower needs being met. Employees affected by this will be compensated for their normal duty hours and will not be required to take vacation or other leave time to compensate for the absence.

IV. NON-ESSENTIAL PERSONNEL

Employees that are classified as non-essential personnel, if scheduled to work, are generally not required to report unless specifically requested by the Office due to special needs that exist. Non-essential employees that are scheduled to work, but do not work, will be compensated for the number of hours that were effected. Employees that are requested to work will receive the same compensations as essential personnel that are required to work. Due to their non-essential status, their direct supervisor will be required to document the need for them to work and provide comments on the timesheet.

V. LEAVE DURING COUNTY CLOSURE / DELAY

In the event that an employee had scheduled vacation or personal leave, and a closure or delayed schedule was declared, they will still be required to use the scheduled vacation, sick-personal leave time. They are not entitled to any additional compensation due to the closure or delay.

VI. RESTRICTED ACTIVITIES

If a supervisor restricts your activities during a declared closure or delay, (i.e., you are ordered to stay at the Sheriff's Office, or somewhere other than your residence) all of those hours shall be considered 'on-duty' hours and regarded as such. Employees unable to leave the facility due to weather conditions are not considered on-duty unless specifically restricted by a supervisor.

By Order of the Sheriff