**5.2       EMERGENCY CLOSING**

Periodic emergencies, such as severe weather or power failures, can disrupt County operations, sometimes requiring closing of a work facility.  When such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

**Closings before the beginning of the workday:**

When operations are officially closed for emergency conditions, before the beginning of the workday, the time off from scheduled work will be paid to full-time non-essential employees as follows: Non-essential employees shall receive the necessary credited time to supplement missed hours in the workweek to reach the employees required weekly schedule *(up to the emergency closing leave time granted by the Board of Commissioners for the day of the closing).* Example: If an employee has worked overtime within the week, they will only receive the necessary time allotted for the absence for the day of the closing to supplement missed hours in the workweek to reach their required weekly schedule.

If an employee is scheduled off for other leave prior to the closing of the workday, the employee is not eligible for emergency closing leave.

**Closings after the workday begins:**

Any non-essential employee who reports to work and the buildings are later closed due to an emergency after his/her arrival, shall receive the necessary credited time to supplement missed hours in the workweek to reach the employees required weekly schedule *(up to the emergency closing leave time granted by the Board of Commissioners for the day of closing).*

If a full-time non-essential employee does not report to work on a day in which the buildings are later closed, time missed will be charged to Paid Time Off, banked compensatory time, banked holiday float leave time, excess benefit time, Sick Leave (if applicable), time without pay, or, under certain circumstances, the Elected Official/Department Head may allow the employee to make up time missed, provided that time missed is made up within the same pay period and is documented.

            If a part-time employee cannot report to work, time missed shall be without pay.

**Emergency closing benefit is considered leave time and is not counted as worked time for the calculation of overtime compensation.**

It must be recognized that there are certain critical County operations which cannot be suspended or interrupted even though it may be necessary to excuse employees for all or part of a day during an emergency closing.  Therefore, staff designated as “essential” personnel by the elected official/department head and/or Board of Commissioners may differ depending on the nature of the emergency and are expected to report to or remain at their worksites in emergency situations.  “Essential personnel” shall mean those employees designated by management as such because their work directly supports efforts to maintain or restore public safety and include, but may not be limited to Buildings and Grounds, Highway and employees working in Public Safety positions.

Essential employees will be paid following FLSA guidelines for all hours worked during an emergency closing.  Exceptions regarding the benefit for emergency closings may be made by the Hamilton County Board of Commissioners when considering the severity and longevity of the inclement weather each season.