

## Severe Weather or Emergency Building Closure Policy

### PURPOSE

Grand Traverse County is committed to providing high quality public service, including many emergency related functions, in all types of weather or adverse conditions. The purpose of this policy is to inform Grand Traverse County employees of their responsibilities and options during adverse weather conditions or other situations where a County building may be closed.

### POLICY

All employees of Grand Traverse County are expected to report to work at their normal work station in inclement weather, disasters and other adverse conditions. In severe weather situations, such as blizzards, the Board of Commissioners Chairperson, in consultation with the County Administrator and other appropriate staff, may officially close County buildings for all or part of the normal work day. The details regarding which buildings are closed will be provided on the Grand Traverse County Emergency Hotline at 231-922-4500. If possible, the information will be provided before 6 a.m. the day of the event. The decision to close any County building will also be broadcast on the following local media, if possible:

Radio – WTCM 103.5 FM, WBCM 93.5 FM

Television - WWTW/WWUP-TV Channels 9 & 10, WPNB/WTOM Channels 7 & 4

Additionally, the County website will be updated with applicable information if possible. It is the responsibility of each employee to call the hotline and/or listen to the radio and television channels when severe weather is expected. Employees can opt to receive notifications through our Code Red system. See Human Resources for details.

### Reporting of Time

During severe weather when the building remains open and an employee reports late for work or leaves early, the employee may use accumulated leave time, take leave without pay, or elect to make up the time lost within one (1) month provided that the make-up time does not create the hours worked to cause an overtime basis without pre-approval. When an employee's building is officially closed due to severe weather or evacuated for reasons other than severe weather, for all or part of an employee's normal work day, those employees will be paid their regularly scheduled working hours and shall suffer no loss of time or pay.

### 24-Hour Operations & Critical Staff

For County departments that operate on a 24-hour basis, the department director shall make the decision about who needs to report to work. Those employees who are uncertain of their status should contact their director for instructions about whether they need to report to work.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources. Approved Policy 4/92, Amended 9/01, 12/04, 3/11, 12/12, 7/2019