

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Employee Leave and Compensation</b>		<b>P&amp;P-L-104</b>
<b>Snow Day / Delayed Start / County Closures</b>		
Effective Date: 10/30/19 Supersedes: 11-12-08	Approval: Sheriff	Number of Pages: 2
References:	Reevaluation Date: Annually	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 (Snow Hours), or regular straight-time pay for the hours the county was closed/delayed when they were otherwise scheduled to work (County Closure).

**III. ESSENTIAL PERSONNEL**

Employees that are classified as essential personnel, if scheduled to work, must typically report, regardless of the weather or circumstances for the closure or delay. These 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.

If the employee was required to report for duty but was unable to report for that day, the employee must deduct their scheduled hours from their accumulated leave (vacation time / sick time / personal day).

Essential personnel may be instructed by an on-duty supervisor (lieutenant or above) not to report to duty due to manpower needs being met. These personnel who were scheduled to work, but who are not required to report during a closure or delay (i.e., Court Services, Investigations, Training, SRO's, Civil, etc.), account for the hours missed during the delay or closure by using the JDE pay code CNTY CLOSURE instead of Regular Hours.

**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 affected. Employees that are requested to work will receive the same compensations as essential personnel that are required to work. These affected employees account for the hours missed during the delay or closure by using the JDE pay code CNTY CLOSURE instead of Regular Hours.

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**

If 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