

## Suspension of County Operations

Approved: November 24, 2020  
Resolution No. 20-75

**A. Purpose and Applicability**

The purpose of this policy is to provide the framework for action and response when situations arise that require the suspension of some or all of the County's functions. This policy is applicable to all permanent County employees.

**B. Definitions**

**Chairperson of the Board of Commissioners** - the Chairperson of the Board of Commissioners or the Vice-Chairperson of the Board of Commissioners in his/her absence.

**County Administrator** - the County Administrator or person designated by the County Administrator to fill in during an absence.

**Department Head** - the Department Head or person designated by the Department Head to fill in during an absence.

**Day** - the 24-hour period commenced at 00:00 Eastern Time and ended 23:59 Eastern Time of a specified calendar date.

**Leave of Absence** – time away from work which may be paid or unpaid (such as FMLA leave). Vacation time and sick time are not considered leaves of absence.

**Regularly Scheduled** - the time period for which an employee is normally scheduled to work. Employees on any type of leave of absence are not considered to be regularly scheduled.

**State of Emergency** - a situation of urgent need for help and/or relief, brought about by a natural disaster, act of terrorism, pandemic, or other crisis, as officially declared by the Board of Commissioners.

**C. Authority and Responsibility**

The County Administrator together with the Chairperson of the Board of Commissioners may officially close departments of the County or the entire County. The County

Administrator is responsible for periodically reviewing this policy and submitting recommended changes to the Board of Commissioners for approval.

**D. Procedure**

1. In circumstances where a Department Head seeks to temporarily suspend some or all department operations and intends for employees to be compensated for time lost, he/she must notify and secure approval of the County Administrator.
  - a. Employees asked to work during the period of suspended operations shall be compensated at previously specified rates for the hours they work.
  - b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period shall be compensated for hours normally scheduled.
  - c. Employees not working during the period of suspended operations and who are not scheduled to work during the period shall receive no compensation.
2. In situations where the County Administrator together with the Chairperson of the Board of Commissioners closes departments of the County or the entire County, and employees are notified of the closure at least one hour prior to the commencement of their regularly scheduled shift, then:
  - a. Employees regularly scheduled to work during the period of closure shall be paid for their regularly scheduled hours.
  - b. Employees who work fewer than their regularly scheduled hours during a period of closure shall be compensated for their regularly scheduled hours.
  - c. Employees asked to work during a period of closure shall be compensated at normal rates for the hours they work.
3. In situations where the County Administrator together with the Chairperson of the Board of Commissioners closes departments of the County or the entire County, and employees are not notified of the closure at least one hour prior to the commencement of their regularly scheduled shift and/or employees are instructed to return home, then:
  - a. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work.

- b. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.
  - c. Employees being instructed to return home, who do not follow the instruction and continue to work, shall be compensated at normal rates for the hours they work, but will be subject to disciplinary action.
  - d. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.
- 4. In a situation where the County Administrator and the Chairperson of the Board of Commissioners act to close departments of the County or the entire County, the period of closure shall be considered as paid administrative leave time to compensate impacted employees.
  - 5. Employees who are reasonably prevented from reporting to work at their regularly scheduled time immediately following a period of suspended operations or period of closure under this policy may use compensatory, vacation or sick time to cover their absence.

**E. State of Emergency**

Upon declaration of a local state of emergency, the Board of Commissioners may determine alternative procedures as deemed necessary and appropriate in light of circumstances giving rise to the declaration.