



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS
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|------------------------|-----------------------|
| Policy Title: | Office Closure Policy |
| Effective Date: | 12/05/24 12/12/24 |
| Revision Date: | |
| Reference(s): | |

Purpose

This policy is intended to provide the guidelines and procedure by which Carroll County will determine the necessity of closing County operations and subsequent payment of affected employees in the event of inclement weather or other unforeseen business interruption.

Policy

It is Carroll County's policy to remain open during most periods of inclement weather or unforeseen business interruption, however there may be times when a decision must be rendered regarding closure of the Carroll County complex.

Definitions

Please see the following list of definitions:

- **Essential personnel:** No one employee is more important than another, however, there are individuals whose position is designated as critical to infrastructure operations of the County to preserve health, safety, or welfare.
 - Essential personnel include corrections officers, deputy sheriffs, communications specialists, DPW staff, Maintenance staff, LNA, MNA, LPN, RN, and dietary staff.
 - Others deemed essential by the Department Head.
- **Non-essential personnel:** Non-essential personnel are those whose presence at work is not critical to the infrastructure operations of the County to preserve health, safety, or welfare.
 - Non-essential personnel generally include administrative and office staff.
- **Non-exempt employee:** An individual who is not exempt (free of obligation) from the overtime and other provisions of the Fair Labor Standards Act. Non-exempt employees at the County are paid on an hourly basis.
- **Exempt employee:** An individual whose type of duties performed are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt employees at the County are paid an established annual salary.

Should you have a question about your status (essential or non-essential, or exempt or non-exempt), contact your immediate supervisor for clarification.

Procedure

The decision to close the County complex will be made as soon as practicable by the Carroll County Commissioners, and employees will be notified by one or more of the following methods:

- Email and text message broadcasts sent to all employees.

- An announcement will be posted on the Carroll County website.
- Your direct supervisor will notify you in person or via telephone.

Those employees who are designated as essential personnel will be expected to make every effort to report for duty during a closure. If an essential employee is unable to report for duty, s/he is expected to contact her/his direct supervisor as soon as possible and no later than two (2) hours before her/his shift start time. Should an essential employee not report to work, they may elect to use Earned Time or go unpaid.

If the complex is closed on a given day or portion thereof, all non-essential employees (exempt and non-exempt) level staff will receive regular pay for the day(s) of closure.

If the complex remains open on an adverse weather day, employees who report to work (whether in-person or remotely) will receive their normal pay for the day:

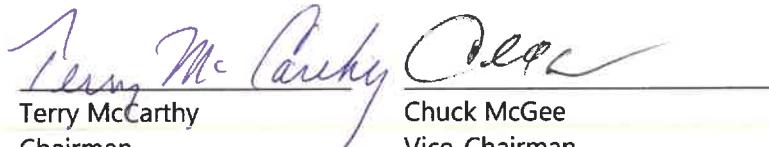
- Exempt employees will receive their regular salary.
- Non-exempt/hourly employees will be paid their base rate plus any overtime if applicable (e.g. hours worked for the day put the employee's weekly total over forty (40) hours).

If the complex remains open on an adverse weather day, employees who elect not to report to work may choose 1) to use any accrued Earned Time for the missed hours; or 2) to go unpaid.

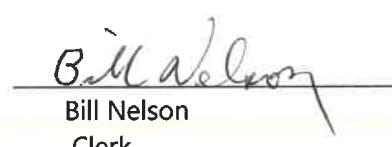
It is each employee's decision to determine if s/he can safely arrive at work under the conditions. If a non-essential employee is unable or unwilling to report for duty on a given day, s/he is expected to contact her/his direct supervisor as soon as possible and no later than two (2) hours before their shift start time.

Violations

Failure of an employee to notify their immediate supervisor within two (2) hours of his/her shift start time of his/her intention not to report for duty will result in disciplinary action.


Terry McCarthy
Chairman

Chuck McGee
Vice-Chairman


Bill Nelson
Clerk

Adopted: 12/12/24