



<b>TITLE:</b> Reduced Services or Temporary Closure of County Offices		<b>PROCEDURE #:</b> 206-A
<b>DEPT:</b> Board of Commissioners		<b>PROGRAM:</b> N/A
<b>EFFECTIVE DATE:</b> 01/96	<b>REVIEWED:</b> 12/22	<b>REVISED:</b> 10/18

**OBJECTIVE:** To establish procedures for reduced services or temporary closure of county offices during inclement weather or emergency situations.

**REFERENCE:** Policy #206

**POLICY STATEMENT:** Marion County provides an array of services that must be staffed during inclement weather and other emergent events. In deference to the significant number of employees performing essential functions, it is the county's general policy to keep facilities open and accessible to the public during inclement weather events. Although a county facility is open, services and staffing levels operating out of the facility may be temporarily reduced.

**APPLICABILITY:** All Marion County departments, elected officials, employees, and volunteers.

**PROCEDURES:**

1. Determination of Closure or Delayed Opening of County Facilities
  - 1.1. The Chief Administrative Officer (CAO) or designee, in consultation with the emergency management board designee, and emergency and risk management staff, shall determine when conditions require the county to temporarily reduce or close its public business operations.
  - 1.2. In circumstances not requiring a countywide closure, the CAO may authorize department heads to determine limited closures by building, service, or function necessary to provide a safe work environment for employees and to deliver essential services.
2. Notification Plan for Closure or Delay of County Operations
  - 2.1. The county administrative officer or designee shall inform elected officials and department heads of office closures or delayed opening of business operations.
  - 2.2. Department heads are responsible for contacting their managers and supervisors and arranging for ongoing operations if necessary.
  - 2.3. Department heads and elected officials shall determine which emergency or essential services will continue and which employees will continue to work to provide those services.
  - 2.4. The county public information officer or designee is responsible for updating notifications on the county website and central information phone line, alerting local, regional and internet newspapers, and radio and television stations if county operations are delayed or closed.
    - 2.4.1. The contact list shall include media alerts provided in Spanish.

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- 2.5. Employees have several methods for obtaining information regarding closure or curtailment of operations.

Alerts and Emergencies page of the county's website. <http://www.co.marion.or.us/Alerts/>

Central phone line: 503-589-3226 or 1-866-683-1367

Board of Commissioners' Facebook page

Local media outlets

- 2.6. If countywide delay or closure is not necessary, the CAO may authorize department heads to determine limited closures by building, service, or function necessary to provide a safe work environment for employees and to deliver essential services.

### 3. Employee Leave

- 3.1. Temporary interruption of employment that does not exceed ten (10) days shall not be considered a layoff if, at the termination of such conditions employees are returned to employment.
- 3.2. Based on determination by the department head, in consultation with human resources, an employee, other than a temporary worker who has reported to work and is directed to leave may be paid for the remainder of his or her scheduled shift.
- 3.3. Temporary employees shall receive compensation only for actual time worked.
- 3.4. Leave-related questions should be directed to the employee's supervisor.

### 4. Leave Documentation

#### 4.1. Non-exempt employees:

##### 4.1.1. When the county is deemed open for operation:

4.1.1.1. A non-exempt employee that chooses not to report to work or chooses to leave work prior to the end of the shift due to conditions as outlined in this policy, shall use appropriate accrued leave with pay (vacation leave, personal holiday, compensation credit leave, or compensation time).

4.1.1.1.1. If an employee does not have accrued leave, he/she may use leave without pay for absences in unusual or emergent situations.

4.1.1.2. Upon subsequent closure, an employee that chooses not to report to work, or chooses to leave prior to the end of his or her scheduled shift, will remain on leave.

4.1.1.3. At the discretion of the department head, employees may be permitted to make up time within the same work-week as long as it does not create an overtime liability per the applicable collective bargaining agreement or the Personnel Rules.

##### 4.1.2. When the facility or the county is closed:

4.1.2.1. When a facility or the county is closed, employees shall not report to work unless otherwise directed.

4.1.2.2. A non-exempt employee shall use appropriate accrued leave with pay (vacation leave, personal holiday, compensation credit leave, or compensation time).

4.1.2.2.1. If an employee does not have accrued leave, he/she may use leave without pay for absences in unusual or emergent situations.

4.1.2.3. At the discretion of the department head, employees may be permitted to make up time within the same work-week as long as it does not create an overtime liability per the applicable collective bargaining agreement or the Personnel Rules.

#### 4.2. Exempt Employees:

4.2.1. It is Marion County's policy that exempt employees are not required to use forms of leave for absences of less than one-half day. Under the Fair Labor Standards Act (FLSA),

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exempt employees cannot be docked pay for absences under this policy, which occur in less than full week increments, when they do not have the appropriate paid leave to cover the absence.

**4.2.2. When the county is deemed open for operation:**

4.2.2.1. If exempt employees choose not to report to work when their department is open for operation, they shall use appropriate accrued leave with pay (vacation leave, personal holiday or compensation credit leave) for those absences.

4.2.2.2. Upon subsequent closure, the employee who chose not to report to work shall remain on leave.

4.2.2.3. Exempt employees who choose to leave work prior to the end of a scheduled shift due to conditions outlined in this policy shall not be required to use accrued paid leave for the absence unless their absence is greater than half their scheduled hours.

**4.2.3. When the facility or the county is closed:**

4.2.3.1. Employees shall not report to work unless otherwise directed.

4.2.3.2. Exempt employees shall use appropriate paid leave (vacation leave, personal holiday or compensation credit leave) to cover half-day or full-day absences.

4.2.3.3. As noted above, if exempt employees do not have appropriate paid leave available to cover the absence and the absence is less than a full week, they cannot take leave without pay. Their absence will be noted as paid administrative leave.

**5. It is the responsibility of each elected official, employee, and volunteer in Marion County to be aware of this policy and to review it by the first day of November each year.**

5.1. The Board of Commissioners' Office will send an annual reminder email to all department heads during the first week of October.

5.2. Each department head is responsible for ensuring that their staff has reviewed and understands this policy.