



**ADMINISTRATIVE POLICIES**

<b>SECTION:</b>	General Administration	<b>POLICY #:</b>	206
<b>TITLE:</b>	Reduced Services or Temporary Closure of County Offices	<b>PROCEDURE #:</b>	206-A
		<b>ORDER #:</b>	18-103
<b>DEPT:</b>	Board of Commissioners	<b>PROGRAM:</b>	N/A
<b>ADOPTED:</b>	04/84	<b>REVIEWED:</b>	12/22
		<b>REVISED:</b>	10/18

**PURPOSE:** The purpose of this policy is to inform employees of their work-related responsibilities and options during inclement weather or other unexpected or unusual emergency situations.

**AUTHORITY:** The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, 203.230.

The Marion County Board of Commissioners expresses the governing body’s official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve to provide rules for public officials on the conduct of county business.

The Marion County Board of Commissioners’ Administrative Policies and Procedures manual outlines the forms and process through which the board takes formal action on administrative policy. It is the official record of county administrative policy.

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

**GENERAL POLICY:** 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.

**DEFINITIONS:**

Unusual or Emergency Situation: May include, but is not limited to: fire; bombs; device threats; building and/or property damages; structure failures; utility failures; natural disasters; hostage or trauma situations; emergencies declared by local/state/national government; or other unexpected or unusual reasons.

**SUBJECT: REDUCED SERVICES OR TEMPORARY CLOSURE OF COUNTY OFFICES**

**POLICY GUIDELINES:**

1. RESPONSIBILITIES

- 1.1. The county intends to keep facilities open and accessible to the public under most inclement weather scenarios.
- 1.2. Employees shall assume that all county offices are open and operational unless the CAO or designee has declared the offices closed.
  - 1.2.1. In the event of inclement weather, all scheduled employees shall make a reasonable effort to report to work. This includes but is not limited to allowing sufficient travel time and using alternate routes or alternate methods of transportation.
    - 1.2.1.1. If unable to report to work in a safe manner, employees shall follow the process outlined in the accompanying procedure, and their department's protocols for requesting time off.
- 1.3. The chief administrative officer (CAO) or designee, in consultation with the commissioner identified as 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.
- 1.4. The county may respond to inclement weather or other unexpected or unusual emergency situations in one of three ways, depending on the situation:
  - 1.4.1. Normal operations: Facility remains open and accessible to the public.
  - 1.4.2. Curtailment: Individual facilities are open and accessible to the public, with county administration actively assessing the situation for potential limited operations.
  - 1.4.3. Emergency closure: If the board of commissioners deems a facility to be unsafe or unusable, the facility will be closed to the public and staff.
- 1.5. 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.
  - 1.5.1. Department heads may not reduce county operations without prior approval of the CAO.
- 1.6. Reduced operations or closures of county facilities will be noticed on the *Alerts and Emergencies* page of the county's website. <http://www.co.marion.or.us/Alerts/>
- 1.7. Status of operations or closures will also be updated on the central information phone line. Phone: 503-589-3226 or 1-866-683-1367
- 1.8. It is incumbent on the employee to monitor the county website and check the central information phone line in the event or anticipation of an event that may interrupt county operations or close facilities. Periodic status updates will be made in accordance with the notification procedure.

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1.9. Employees unable to report for work, unable to report to work on time, or who choose to leave early because of adverse weather conditions must obtain leave approval from their supervisor, following the standard request for leave practice of their department.

1.9.1. Leave-related considerations are provided in Procedure 206-A, Temporary Closure of County Offices.

1.10. 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.

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

2. EXCEPTIONS

Exceptions may only be granted by the chief administrative officer or designee, following consultation with the board of commissioners' emergency management board designee, and emergency and risk management staff.

3. IMPLEMENTATION

Elected officials and department heads are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments and offices.

4. PERIODIC REVIEW

This policy shall be reviewed by the Board of Commissioners' Office at least every three years, or more often if needed, and updated as necessary.

Adopted: 01/96

Revised: 12/04  
11/10  
10/18