

W. EMERGENCY CLOSURE OF COUNTY BUILDINGS

GENERAL POLICY

It is the policy that county offices and buildings will remain open in all but the extreme catastrophic events, natural disasters or threat to building inhabitants. Unless an emergency closure is announced, all employees are expected to report to work in accordance with their regular work schedule.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

INCLEMENT WEATHER

During normal business hours all County offices and buildings shall remain open regardless of inclement weather. As many departments of the County function year round regardless of weather and many are essential to relief efforts, those staff members should plan contingencies to report to work regardless of inclement weather. Employees performing other countywide functions are expected to report for work. Those capable of teleworking may at the discretion of the Department Head perform work remotely. In cases of extreme weather and in the employee's judgement, traveling to work would place their personal safety at risk they may utilize vacation/PTO, compensatory time or floating holiday time off with approval of their direct supervisor. Employees may not utilize sick/medical leave for absences related to weather conditions.

EMERGENCY CLOSURE OF BUILDINGS

The County Administrator or designee, after consultation with the Board Chair, may close

a county building due to an emergency situation. An emergency situation would generally consist of a catastrophic event, natural disaster or threat to inhabitants of the building.

Departments should maintain a list of essential personnel, back up staff and supporting staff for priority services as part of their COOP/COG plan. The list of services and staff should be utilized in determining staff required to report to work regardless of building closure. The list of essential personnel may vary based on reason for building closure. Departments are responsible for communicating this to staff.

Departments are responsible for implementation of their COOP/COG plan during emergency closure of buildings. It may be appropriate for staff to report to an alternative work location depending on cause for closure and anticipated duration of the closure. COOP/COG plan phases address relocation decision to be made within 12 hours of incident.

Employees may be reassigned during a building closure to other essential functions, priority services or community relief efforts. The employee will be paid at their regular rate of pay unless provisions in Human Resources Policy D are applicable, thus resulting in step up pay.

EMPLOYEE COMPENSATION

Employees who continue to perform work duties during any building closure (at normal work site, alternative work site, via approved telework plan with their department, or alternative duties) shall be compensated at their regular rate of pay. Employees who were not scheduled to work during the time period of the building closure due to vacation/PTO, compensatory time, sick/medical, observed holiday, floating holiday or any other pre-approved leave shall be compensated pursuant to those leave banks. Employees not scheduled to work during the building closure shall not be compensated.

Employees who are able and available to work, but for the building closure, shall be compensated up to 24 hours at their regular rate of pay for any hours that the building was closed while they were scheduled to work. Employees shall not be compensated for any hours beyond their regular work day if no work was performed.

Compensation for employees beyond 3 working days for a building closure will be addressed by the Board of Supervisors on a case by case basis taking into consideration the reason for the closure and/or inability of the department to perform work at an alternative site. Departments may need to review the layoff procedures in Human Resources Policy U depending on the anticipated duration of the building closure or lack of work.

If a building is closed beyond 3 working days, and the Board of Supervisors determines that compensation will be limited to 24 hours, employees may utilize vacation/PTO, compensatory time or floating holiday time off with approval of their direct supervisor. Employees may not utilize sick/medical leave for absences related to emergency closure

of a building.

ADMINISTRATIVE PROCEDURES

1. The Department Head or designee shall be responsible for implementation of the department COOP/COG plan in prioritizing work tasks during building closures and providing services to public. Department Heads or designees may consult with the FSS Director and IT Director or their designees regarding alternative work sites in county buildings or elsewhere. The Budget and Administrative Services Director should be consulted if the alternative worksite results in the need to lease space.
2. The Department Head or designee shall consult with the Human Resources Director or designee in determining any temporary work assignments outside of the scope of an employee's normal duties. The Human Resources Department shall be the final authority in determining if temporary work assignments meet the parameters of Human Resource Policy D, thus altering an employee's regular rate of pay.