

Series: 800 – Workplace Polices (Other)	§ .805
	Effective Date:
Title: Leaves – Emergency Closings	Adoption/Revision Date:
Custodian: Personnel Manager	Approving Body: Personnel Committee

LEAVES – EMERGENCY CLOSINGS

1. Authority

- a) Wis. Stat. 59.02, 59.03, 59.51, 59.52, 101, 103, and 111
- b) Clark County Code of Ordinances, Section 2-48 2.

2. References

- a) Adopting Resolution/Ordinance/Motion:
- b) Other Resolution/Ordinance/Motion: N/A

3. Purpose. To provide a plan for employees in the event of an emergency closing due to inclement weather or other emergency situation.

As a general practice, Clark County makes every effort to maintain its normal schedule of operations. Clark County will close all or part of its operations only in cases of extreme emergency caused by impassible roads, restricted visibility, violent weather, energy loss, or other conditions seriously endangering the health and safety of employees and the general public.

4. Emergency Notification System

- a) Nixle Notification system will be used for all unforeseen closures or emergency notifications.
- b) All employees will sign up for the notification system at the Emergency Management site <https://www.clarkcountywi.gov/emergency-management>

5. Reporting to Work.

- a) Each employee accepts the responsibility for reporting to work at the regularly scheduled time, regardless of prevailing weather conditions.
- b) Employees not reporting to work will not be paid, however, such employees may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.

- c) Employees who have the ability to work from home, will, from time to time be required to work from home to maintain workflow of the department. Employees, if not a requirement, may also choose to work from home if able and approved by the Department Head. Employees, who chose to not work from home, may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.

6. Responsibility for the Decision to Close.

- a) In the event that Clark County is forced to close, or delay the opening, the decision will be made by the Administrative Coordinator, County Board Chair, or designee.

7. Official Announcements.

- a) When the Administrative Coordinator, County Board Chair, or designee determines that it is necessary to close or delay the opening of various operations, the Administrative Coordinator will communicate what the starting time will be and will communicate to department heads along with the following media outlets.
 - Nixle Emergency Notification System
 - WCCN Radio
 - WEAU-TV 13 (NBC)
 - Clark County Website
 - Social media outlets.
 - Employees may also dial 715-743-5298 (Personnel office) to hear a pre-recorded message regarding worksite location and reporting requirements.

8. Delaying Starting Times.

- a) In the event that the Administrative Coordinator, County Board Chair, or designee announces a delayed opening of various operations, all employees that report to work at their normal starting time before the delayed starting time will be paid for the hours that they worked.
- b) Employees reporting for work after the delayed starting time will be paid for actual hours worked. Employees may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.

9. Partial Closings.

- a) The Administrative Coordinator, County Board Chair, or designee may order certain departments providing non-essential services to be closed or staffing curtailed due to emergency conditions or inability to provide a work site. Nixle Emergency System,

designated local radio stations and TV stations will be contacted for announcement of closed departments at least one hour prior to the start of the workday, if possible, and compensation will be as stated above.

10. Closing after the Normal Business Day has Begun.

- a) When the Administrative Coordinator, County Board Chair or designee determines that weather is sufficiently severe or other emergency situation is significant enough to close various operations, this information will be given to department heads.
- b) If employees are sent home prior to the end of the workday, will be paid for the time actually worked. Such employees may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.
- c) Employees working in operations where they cannot be released early, due to the nature of their service being provided will be required to complete the normal workday.
- d) Employees who have the ability to work from home, will, from time to time be required to work from home to maintain workflow of the department. Employees, if not a requirement, may also choose to work from home if able and approved by the Department Head. Employees, who chose to not work from home, may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.
- e) In the event of a closing, Sheriff's Department personnel will evacuate only at the discretion of the senior department management at the site.

11. Closing before the Normal Business Day has Begun.

- a) When the Administrative Coordinator, County Board Chair or designee determines that weather is sufficiently severe or other emergency situation is significant enough to close various operations before the normal business day has begun, this information will be given to department heads.
- b) Employees working in operations where they must report to work, due to the nature of their service being provided will be required to complete the normal workday.
- c) Employees not reporting to work will not be paid, however, such employees may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.

- d) Employees who have the ability to work from home, will, from time to time be required to work from home to maintain workflow of the department. Employees, if not a requirement, may also choose to work from home if able and approved by the Department Head. Employees, who chose to not work from home, may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.
- e) In the event of a closing, Sheriff's Department personnel will evacuate only at the discretion of the senior department management at the site.

12. Employees Who Desire to Leave Early.

- a) Employees who desire to leave early when operations have not been shut down due to emergencies caused by impassible roads, restricted visibility, violent weather, energy loss, or other conditions, may do so with approval of the department head. Employees will be paid only for the time actually worked.