

LP-10: Severe Weather/Operational Closings (Updated 03/04/2015)

1. GENERAL

- a. Fairfield County recognizes that in the event of severe weather, emergency maintenance issues, bomb threats, or other extenuating circumstances it may warrant the closing of County Buildings. In situations like these where employees are unable to work due to building closures, the County Administrator has the authority to grant Administrative Leave With-Pay to those affected employees to cover their lost time.
 1. The County Administrator in consultation with the Chairman of the County Council may close County Buildings.
 2. The County Administrator will in turn notify the Deputy County Administrator who will call all department heads affected by the closing, notify the Columbia news media, and update the county work hotline.
 3. Employees will be notified of this decision either through the department head and/or the Columbia news media if action has been taken prior to the beginning of the workday. The County also has an emergency call number 815-WORK (9675).
 4. If conditions occur during the workday, employees will be notified through their respective department heads.
 5. If offices are opened and certain personnel cannot reach their place of employment due to conditions in their particular area, those employees will have the option of taking vacation, sick, or leave with-out pay.

2. ENTITLEMENT

- a. If an employee has previously requested vacation, sick, or personal leave when their workplace is closed to due to one of the above extenuating circumstances, that employee is not entitled to the Administrative Leave With-Pay. Their previous leave requested will be applied for that day(s).
- b. Those emergency personnel who are required to come out and work regardless of the conditions and closures will be compensated and additional 8 hours of Pay to compensate them for their service. Only emergency personnel who report in for work will receive the additional hours. Employees working rotating shifts that are not scheduled to work nor are called in on the day of the event are not entitled to the pay.

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3. Emergency Personnel: (Employees that must report to work no matter the weather.)

- **Sheriff Deputies**
- **FCDC Officers**
- **Fairfield Emergency Medical Services – Shift Personnel**
- **911 Dispatchers**
- **Emergency Drivers**
- **Public Works**
- **Building Maintenance**