

# PASQUOTANK COUNTY PERSONNEL POLICY

**TITLE:** Inclement Weather  
**APPROVAL:** February 4, 2008  
**EFFECTIVE DATE:** Retroactive to Tropical Storm Ernesto, 2006  
**REVIEW/REVISION DATE:** February 2008

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1.0 **PURPOSE.** The objective of this policy is to establish procedures and guidelines for all county (local) government employees concerning the potential closings or delays in opening County Office Buildings.

2.0 **APPLICABILITY.** This procedure applies to all county employees.

3.0 **DEFINITIONS.**

3.1 **ESSENTIAL EMPLOYEES** – Those employees (full-time and part-time) who are designated as such by the County Manager for the purpose of providing essential services to county citizens and other county employees. The following departments have essential employees:

**COUNTY MANAGER**

**EMERGENCY MEDICAL SERVICES (EMS)**

**EMERGENCY MANAGEMENT**

**SHERIFF'S DEPARTMENT**

**CENTRAL COMMUNICATIONS (911)**

**SOCIAL SERVICES**

**GIS**

**BUILDING INSPECTOR**

**WATER DEPARTMENT**

**SOLID WASTE**

**PARKS & RECREATION**

**MAINTENANCE**

**INFORMATION TECHNOLOGY**

**FIRE DEPARTMENT COORDINATOR**

- 3.2 **HOURS OF OPERATION** – Generally county services are provided to the public in the county offices between the hours of 8:00 a.m. and 5:00 p.m.
  - 3.3 **WORK DAY** – Shall be construed to mean the number of hours employees are routinely scheduled to work.
  - 3.4 **NON EXEMPT EMPLOYEES (FLSA)** – Non-exempt employees are entitled to overtime pay.
  - 3.5 **EXEMPT EMPLOYEES (FLSA)** – Are not entitled to overtime pay, i.e. Department Heads, and supervisors.
  - 3.6 **FLSA** – Fair Labor Standards Act.
- 4.0 **PROCEDURE.**
- 4.1 Responsibilities.
    - 4.1.1 The Chairman of the Board of County Commissioners and the County Manager will make and disseminate all official decisions concerning closing of county offices due to extremely inclement weather or other emergencies.
    - 4.1.2 Such decisions will be transmitted to public media as designated in section 4.5 of this policy.
    - 4.1.3 Department Heads will determine which employees are needed to maintain essential services when county offices are closed.
    - 4.1.4 Department Heads will ensure the policy and procedures contained herein are fully disseminated and understood by all employees in their department.

4.1.5 The Office of the Sheriff, Departments of Emergency Management, and Central Communications will keep the Chairman and County Manager advised of those weather/emergency conditions which may affect the opening and closing of county offices.

4.2 Delayed Opening.

4.2.1 When inclement weather is severe enough, Chairman and County Manager may elect to apply a delayed opening policy. In such event, the following announcement will be provided to and made by the radio and television stations identified in subsection 4.5.2:

***“Pasquotank County Government will have delayed opening. Essential employees report as scheduled.”***

4.2.2 Employees who voluntarily arrive at work prior to offices opening will be paid at their regular rate and will not be paid overtime or given compensatory leave for such time unless they have received prior approval from their Department Head.

4.2.3 Employees (full-time and part-time) who call in sick during emergency or inclement weather conditions will have the time automatically reported as sick leave. At the discretion of the supervisor, an employee may be asked to provide a doctor's certificate to substantiate charging the absence to sick leave. If an employee cannot meet this requirement, the time will be reported as follows:

(a) Employees (full-time and part-time) with a positive annual leave balance shall normally be placed on annual leave for the entire workday.

(B) Employees (full-time and part-time) with a “zero” annual leave balance shall be placed on leave without pay for the entire workday.

- 4.2.4 Essential employees will report to work as scheduled for their regular shift.
- 4.3 Early closing of offices.
  - 4.3.1 The Chairman and County Manager will make and disseminate all official decisions concerning closing of county offices due to extremely inclement weather or other emergencies.
  - 4.3.2 All employees (full-time and part-time) designated as non-essential will be excused from work. These employees will be paid at their regular rate.
  - 4.3.3 Essential employees will remain on duty for the duration of their regular shift and will be compensated at their regular rate of pay for their scheduled work day and will be credited vacation leave on an hour for hour basis for hours worked during the period of time for which the county is closed.
  - 4.3.4 Vacation leave will be credited on an hour for hour basis to non-essential employees who are directed, by their supervisor, to remain at work during a closure due to special circumstances.
  - 4.3.5 Employees who departed prior to an official announcement, or had previously been scheduled for annual leave shall be charged such leave for the appropriate period.
- 4.4 Conditions preventing opening of offices.
  - 4.4.1 The Chairman and County Manager or designees are the only individuals empowered to announce the closing of county offices under this policy.
  - 4.4.2 In the event that Pasquotank County Government offices will not open because of inclement weather, the following announcement will be provided to the stations identified in subsection 4.5.2 of this policy:

***“Pasquotank County Government offices are closed today. Essential employees must report as scheduled.”***

- 4.4.3 All essential employees non-exempt (full-time and part-time) will report for their normal shift. Essential employees will be paid at their regular rate of pay for their regularly scheduled shift, and will have vacation leave credited on an hour for hour basis.
  - 4.4.4 Essential employees (full-time and part-time) who fail to report to work will be considered as negligent in the performance of their duties and will be subject to disciplinary action.
  - 4.4.5 Essential employees (full-time and part-time) who are required to report to work and are late due to weather conditions will have vacation leave credited on an hour for hour basis for the actual time at work.
  - 4.4.6 Essential employees (full-time and part-time) who are instructed by their supervisor not to report for work or who are excused from work will be paid at their regular rate.
  - 4.4.7 All non-essential employees (full-time and part-time) who are scheduled to work **but** excused from work will be paid at their regular rate of pay.
  - 4.4.8 Employees on previously approved leave status are still on leave status and time will be reported in accordance with established leave regulations and this policy. This status applies to both essential and non-essential (full-time and part-time) employees.
- 4.5 Notification procedure. The following notification procedure shall be employed in the event of a delayed opening or official closing of county offices for the day.
- 4.5.1 The Chairman or the County Manager shall notify the Department Heads of a decision to close or delay opening for county offices.
  - 4.5.2 In the event a decision is made by the Chairman or County Manager to delay the opening of County Government offices or to close County Government offices for the day, the County Manager or his designee will notify the local stations listed below:

WRVS 89.9 FM	WKJX – MIX 96
WGAI 560 AM	WRSF – FM Dixie 105.7
WCNC 1240 AM	WAVY TV Channel 10
<b>PASQUOTANK COUNTY EMPLOYEE HOTLINE, VOICE MAIL MESSAGE</b>	
252-331-7450	
<b>THESE STATIONS AND VOICE MAIL MESSAGE REPRESENT THE ONLY AUTHORIZED SOURCES OF OFFICIAL INFORMATION CONCERNING THE TIME OF OPENING OF PASQUOTANK COUNTY GOVERNMENT OFFICES.</b>	

4.5.3 In the event the Chairman or County Manager elects to close offices early during the work day, all department heads will be notified by telephone by the County Manager, or his designee.