Wood County Board of Developmental Disabilities

PROCEDURE

Subject:

Last Revision:

Procedure #:

Approvals/Date:

02-ALL-ALL-0382 (HR)

Effective Date:

Person Responsible:

09-01-93

Human Resources Coordinator

7.24

Department Director Superintendent, WCBDD Date

Date

Emergency Program Closing Days

01-16-2024

The following definitions will apply:

Emergency Day - Any day during which the Wood County Public Offices or the Governor of the State of Ohio or the Superintendent of the Wood County Board of DD has proclaimed that an emergency exists.

Emergency Closing Pay - If not required to report, employee will be paid their scheduled hours they would have worked. If assigned by management to report to work, employee will receive two times their regular hourly rate for all time worked.

- 1. Non-exempt employees assigned to work during an emergency closing shall be entitled to their emergency closing pay along with their regular rate of pay. This includes regularly scheduled hours, additional hours and substitute hours as assigned.
- 2. All Employees who had previously approved leave scheduled (i.e., personal leave time, vacation, sick leave) will not be charged and will be paid their regularly scheduled hours at straight time.
- 3. Exempt employees who need to complete work based on the needs of the agency will only receive program closing pay.

Snow Level Information:

Wood County LEVEL I - Roadways are hazardous with blowing and drifting snow. Roads may also be icy. Motorists are urged to drive cautiously.

All employees should report to work as scheduled.

Wood County LEVEL II - Roadways are hazardous with blowing and drifting snow. Roads may also be icy. Only those who feel it is necessary to drive should be out on the roads.

All employees should report to work as scheduled. Employees will use their discretion in deciding whether they can safely commute to and from work. If personal health or safety is an issue in that decision, responsible judgment should be used. Employees will use vacation or personal leave time off. Supervisors are encouraged to be flexible in authorizing leave for employees in these situations.

Wood County LEVEL III - All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is absolutely necessary to travel, or a personal emergency exists. All employees should contact their employer to see if they should report to work. Those traveling on the roads may subject themselves to arrest.

All employees should not report to work or work off-site during an official closing unless assigned (i.e.: payroll and maintenance) by management.

If the Wood County Level III is lifted, employees should report to work at their discretion, employees will use vacation or personal leave for the remainder of the day if they choose not to report to work.

In the event of an emergency day, all employees will be notified by the School Messenger System.

Employees who live outside of Wood County and their county of residence is under a Level II or III Snow Emergency when Wood County is not, should notify their supervisor. Employees may choose to report to work at their discretion. For all cases of work missed, employees will use vacation or personal leave time off.

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