RESOLUTION APPROVING AMENDMENT TO PERSONNEL POLICY BULLETIN REGARDING ADVERSE WEATHER

WHEREAS, pursuant to Neb. Rev. Stat. § 23-104(6), the County has the power to do all acts in relation to the concerns of the county necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. § 23-103, the powers of the County as a body are exercised by the County Board; and,

WHEREAS, on November 29, 2016 via resolution 2016-419, the County Board approved a Personal Policy Bulletin entitled “Adverse Weather Closure Policy;” and,

WHEREAS, certain clarifications regarding compensation practice are necessary to codify current practices and such are shown in the attached “Exhibit A”; and,

WHEREAS, it is in the best interest of the County and its employees to adopt the proposed amendments to said Policy Bulletin.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the attached Amendment to the Personnel Policy Bulletin, full amended copy attached hereto as “Exhibit B.”

BE IT FURTHER RESOLVED that said Policy is effective immediately and the future practices of the County shall be in conformity with same.

BE IT FURTHER RESOLVED that all previous resolutions or parts of resolutions of the Sarpy County Board of Commissioners, are hereby repealed.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with the applicable law on the 20th day of November, 2018.

_________________________________________________________  Attest:

Sarpy County Board Chairperson

_________________________________________________________

Sarpy County Clerk
TO: Sarpy County Board of Commissioners
FROM: Linda Welles, Acting Human Resources Director
RE: Personnel Policy Bulletin - Adverse Weather Closure Policy

November 20, 2018

For your consideration on Tuesday’s agenda is a resolution to approve the amended Personnel Policy Bulletin: Adverse Weather Closure Policy.

Additions have be incorporated to clarify the practice that is (and has been followed) related to compensation during weather closures.

We have referred to this Bulletin in both the Personnel Rules & Regulations (PRR – for classified staff) and in the Sarpy County Policies and Procedures Manual (PPM – for unclassified staff). Having one document addressing closures will assist in ensuring correct, up-to-date information is available (i.e. decrease possible obsolete/conflicting information.).

Attached for your review and approval is Exhibit A, which contains the redlined version of the aforementioned Policy Bulletin, along with Exhibit B, the amended Policy Bulletin.

Should you have any questions, please do not hesitate to contact me. Thank you.
Exhibit A
Purpose:

To standardize the decision making policy for Sarpy County regarding closure for adverse weather. This policy is designed to utilize the decisions of the expert weather personnel on staff at Offutt Air Force Base. This policy bulletin does not apply to the Courts, the Sheriff's Office and divisions, nor designated staff. Designated staff are those employees which have been deemed, by his or her Elected Official or Department Head, as being necessary to ensure continuity of operations.

Policy:

A. Sarpy County has determined that during periods of adverse weather it will follow the decisions of Offutt Air Force Base regarding full closures and late starts. If Offutt Air Force Base is closed for the full day, County offices and departments will be closed to the public and County employees need not report to work. Additionally, if Offutt Air Force Base declares a late start, County offices and departments will report late for the day with a two-hour late start.

B. If adverse weather conditions arise during the course of a workday, the County Administrator is responsible for contacting the County Board Chairperson and together they will make the decision regarding whether to close early.

Notification:

A. During normal working hours the County Administrator will notify the County Communications Manager and the Human Resources Department when adverse weather conditions affect county operations and will advise of the type of closure and effective time(s). The Communications Manager will contact Elected Officials/Department Heads and the designation will be immediately posted on the County website. The Communications Manager will also contact all media and list information on their voice mail line (402-593-4132). All Elected Officials and Department Heads will notify their respective employees of the change in County and departmental operations.

B. During non-working hours, the Communications Manager will notify the media of a closure or late start and create a voice mail as stated above.

C. All County Employees are responsible for monitoring the TV/Radio stations, checking the County website (www.sarpy.com) or calling 402-593-4132 for a recorded emergency message for that day. County Employees should continue to monitor all broadcasts for possible updates prior to departing for work. If there is no notification as referenced above, County Employees shall report to work as usual.
Compensation Procedures:

For purposes of computing compensation during a declaration of adverse weather closure, the definition of a scheduled workday will be from 12:00 a.m. until 11:59 p.m.

Employees not considered ‘designated staff’ (and thus not required to report to work) will be paid for their regular scheduled hours during the declared adverse weather closure, be it a late start, early closure, or full day closure.

Employees who are considered ‘designated staff’ (and thus are required to report to work) will be paid both ‘closure pay’ and receive compensating pay or compensatory time off for hours actually worked. Designated staff who do not report to work during this time will be charged vacation and may be disciplined.

Employees not scheduled to work any of the defined hours of the declared adverse weather closure will not receive ‘closure pay’.

Any previously approved leave (e.g. sick, vacation, or compensatory time off) will not be charged against the amount of time of the late start/early closure/full day closure.

Examples:

   - Employee A – not deemed designated staff.
     Scheduled to work 7:00 a.m. until 4:00 p.m. (does not report to work)
     Would receive eight (8) hours of ‘closure pay’.
   - Employee B – deemed designated staff.
     Scheduled to work (and does work) 6:00 a.m. until 6:00 p.m.
     Would receive twelve (12) hours of closure pay and twelve (12) hours of regular pay
   - Employee C – deemed designated staff.
     Scheduled to work (and does work) 6:00 p.m. 01/11/19 until 6:00 a.m. 01/12/19
     Would receive six (6) hours of closure pay and twelve (12) hours of regular pay
   - Employee D – deemed designated staff.
     Scheduled to work (and does work) 4:00 p.m. until 12:00 a.m.
     Would receive eight (8) hours of closure pay and eight (8) hours of regular pay

B. Late Start: two hour late start (Courthouse opens at 10:00am) for March 4, 2019
   - Employee E – not deemed designated staff.
     Scheduled to work 7:00 a.m. until 4:00 p.m. (reports to work at 10:00 a.m.)
     Would receive three (3) hours of ‘closure pay’ and pay for hours worked until 4:00 p.m.
All Designated Staff:
For late start / early closure, designated staff who are scheduled to work and do work during the late start / early closure will receive ‘closure pay’ for the number of hours closed plus pay for all hours actually worked.
Exhibit B
Purpose:
To standardize the decision making policy for Sarpy County regarding closure for adverse weather. This policy is designed to utilize the decisions of the expert weather personnel on staff at Offutt Air Force Base. This policy bulletin does not apply to the Courts, the Sheriff's Office and divisions, nor designated staff. Designated staff are those employees which have been deemed, by his or her Elected Official or Department Head, as being necessary to ensure continuity of operations.

Policy:
A. Sarpy County has determined that during periods of adverse weather it will follow the decisions of Offutt Air Force Base regarding full closures and late starts. If Offutt Air Force Base is closed for the full day, County offices and departments will be closed to the public and County employees need not report to work. Additionally, if Offutt Air Force Base declares a late start, County offices and departments will report late for the day with a two-hour late start.
B. If adverse weather conditions arise during the course of a workday, the County Administrator is responsible for contacting the County Board Chairperson and together they will make the decision regarding whether to close early.

Notification:
A. During normal working hours the County Administrator will notify the County Communications Manager and the Human Resources Department when adverse weather conditions affect county operations and will advise of the type of closure and effective time(s). The Communications Manager will contact Elected Officials/Department Heads and the designation will be immediately posted on the County website. The Communications Manager will also contact all media and list information on their voice mail line (402-593-4132). All Elected Officials and Department Heads will notify their respective employees of the change in County and departmental operations.
B. During non-working hours, the Communications Manager will notify the media of a closure or late start and create a voice mail as stated above.
C. All County Employees are responsible for monitoring the TV/Radio stations, checking the County website (www.sarpy.com) or calling 402-593-4132 for a recorded emergency message for that day. County Employees should continue to monitor all broadcasts for possible updates prior to departing for work. If there is no notification as referenced above, County Employees shall report to work as usual.
Compensation Procedures:

For purposes of computing compensation during a declaration of adverse weather closure, the definition of a scheduled workday will be from 12:00 a.m. until 11:59 p.m.

Employees not considered ‘designated staff’ (and thus not required to report to work) will be paid for their regular scheduled hours during the declared adverse weather closure, be it a late start, early closure, or full day closure.

Employees who are considered ‘designated staff’ (and thus are required to report to work) will be paid both ‘closure pay’ and receive compensating pay or compensatory time off for hours actually worked. Designated staff who do not report to work during this time will be charged vacation and may be disciplined.

Employees not scheduled to work any of the defined hours of the declared adverse weather closure will not receive ‘closure pay’.

Any previously approved leave (e.g. sick, vacation, or compensatory time off) will not be charged against the amount of time of the late start/early closure/full day closure.

Examples:

   • Employee A – not deemed designated staff.
     Scheduled to work 7:00 a.m. until 4:00 p.m. (does not report to work)
     Would receive eight (8) hours of ‘closure pay’.
   • Employee B – deemed designated staff.
     Scheduled to work (and does work) 6:00 a.m. until 6:00 p.m.
     Would receive twelve (12) hours of closure pay and twelve (12) hours of regular pay
   • Employee C – deemed designated staff.
     Scheduled to work (and does work) 6:00 p.m. 01/11/19 until 6:00 a.m. 01/12/19
     Would receive six (6) hours of closure pay and twelve (12) hours of regular pay
   • Employee D – deemed designated staff.
     Scheduled to work (and does work) 4:00 p.m. until 12:00 a.m.
     Would receive eight (8) hours of closure pay and eight (8) hours of regular pay

B. Late Start: two hour late start (Courthouse opens at 10:00am) for March 4, 2019
   • Employee E – not deemed designated staff.
     Scheduled to work 7:00 a.m. until 4:00 p.m. (reports to work at 10:00 a.m.)
     Would receive three (3) hours of ‘closure pay’ and pay for hours worked until 4:00 p.m.
All Designated Staff:
For late start / early closure, designated staff who are scheduled to work and do work during the late start / early closure will receive ‘closure pay’ for the number of hours closed plus pay for all hours actually worked.