



## PERSONNEL POLICY

### SUBJECT: INCLEMENT WEATHER

DATE: January 1, 2017

Number: 203-16

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#### **I. Statement of the Policy**

Fulton County recognizes that on certain days it may be difficult or impossible for an employee scheduled to work to report for duty due to inclement weather caused by snow, ice, or other extreme weather conditions. The purpose of this policy is to prescribe uniform procedures for the closure of Fulton County offices and facilities and for the treatment of employee absences from work during periods of inclement weather and other emergencies. In order to fulfill its mission of public service, Fulton County will make every reasonable effort to open its facilities to the public as scheduled, consistent with safe access for staff and the public.

Whenever it is determined that the health and safety of citizens, customers, clients, or employees would be placed at risk or that conditions or events prevent performance of regular operations, services, or assigned responsibilities, closure of County offices or specific departments may be deemed necessary. The County Manager will be responsible for making and disseminating all official decisions concerning closure of County offices and facilities due to inclement weather or other emergency.

#### **II. Background and Applicability**

This policy applies to all Fulton County employees.

#### **III. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Personnel Director and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".



## PERSONNEL PROCEDURE

### SUBJECT: INCLEMENT WEATHER

DATE: March 13, 2020

Number: 203-16

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#### I. Definitions

- A. Inclement Weather: Weather that is physically severe with the potential to result in damage, loss of human life and/or the creation of hazardous road conditions including but not limited to snow, ice, flash flooding, extreme winds, large hail, tornados and hurricanes.
- B. Emergencies: An unforeseen combination of circumstances or an urgent need for immediate action, including but not limited to natural disasters, lack of heating, cooling, plumbing and power outages and actual or potential public health crises.
- C. Essential Employees: Those employees who are designated as such by the County Manager for the purpose of providing essential services to Fulton County citizens or other employees during periods of inclement weather and/or emergency. The following departments have essential employees:
- County Manager
  - Emergency Services 911
  - Emergency Management
  - Office of the Sheriff
  - Fire
  - Police
  - Department of Real Estate and Asset Management (D.R.E.A.M.)
  - Public Works
  - Animal Services
  - Marshal
  - Medical Examiner
  - External Affairs
  - Finance
  - Purchasing
  - Department of Human Resources Management

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- Information Technology
- Health and Wellness

## **II. Roles and Responsibilities**

### **A. County Manager**

During inclement weather sufficient to make travel hazardous or during emergencies, the County Manager may decide to close completely or early or delay the opening of County offices and facilities. If inclement weather or other emergency conditions affecting Fulton County operations develop during the workday, employees will be notified by normal employee communication methods of any official changes to normal work hours. In addition, whenever possible, Fulton County will notify employees and the public of closures through the following channels:

- Local media outlets (Radio: WSB - 750 AM and 95.5 FM, WGST - 640 AM, WAOK - 1380 AM, WABE - 90.1 FM, WVEE - 103.3 FM; Television: WSB – Channel 2 (ABC), WAGA – Channel 5 (FOX), WXIA – Channel 11 (NBC), WGNX – Channel 46 (CBS))
- Fulton County website at [www.fultoncountyga.gov](http://www.fultoncountyga.gov)
- Fulton County Government Social Media accounts -- @FultonInfo on Twitter and Facebook
- Twitter updates from the Atlanta-Fulton County Emergency Management Agency @AFCEMA
- FGTV - Fulton Government Television
- Fulton County Emergency Notification System (ENS)
- Email (i.e., FulcoNews)

### **B. Department Heads**

Department Heads/Appointing Authorities are responsible for ensuring that these procedures are fully disseminated and understood by all employees in their respective departments. Department Heads/Appointing Authorities will determine which employees are needed to maintain essential services when Fulton County offices and facilities are closed. Department Heads/Appointing Authorities will ensure that employees know whether they are considered “Essential” or “Non-essential” personnel for purposes of this policy.

Department Heads are encouraged to make their departments have taken the following steps before an inclement weather or other emergency event occurs:

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1. Employees and supervisors should make sure they have after-hours contact information for each other.
2. Supervisors should remind employees of the various channels through which the County Manager's Office will communicate the status of County facilities.
3. Supervisors should discuss safe transportation options for Emergency Essential employees to report to work during inclement weather.
4. Supervisors should discuss job tasks employees can perform if others in their work unit, office or department are not able to report to work.
5. Supervisors should consider and discuss work employees may perform from home, if necessary. If appropriate based on an employee's job classification, an employee should gather materials needed to accomplish this work and bring these materials home before an inclement weather or emergency event. Confidential documents or those documents that contain protected or personal information should not to be removed from County facilities without the department head's approval.

### **C. Essential Employees**

Essential employees are individuals whose duties become even more important during inclement weather or other emergency situations, and/or who must continue to perform work despite Fulton County office closures. Employees are designated essential or may be deemed essential due to unusual circumstances within the discretion of the Department Head.

An employee deemed essential will be designated as either "Essential Emergency" or "Standard Essential." "Essential Emergency" employees are required to report to or remain at their assigned work site or an alternative Fulton County work site regardless of weather or other emergency conditions. "Essential Emergency" employees are not eligible to telework during a declared state of emergency and/or unexpected office closure. "Standard Essential" employees may be required to be on-call or to work remotely during inclement weather or emergency situations. The designation of an employee as "essential" will remain in effect for the duration of time the employee occupies the "Essential Emergency" or "Standard Essential" position in their respective department.

### **D. Non-Essential Employees**

In the absence of official notification regarding delayed opening or office closures, non-essential employees are expected to report to work on time or to contact their supervisor or other appropriate County personnel as directed by the Department Head/Appointing Authority.

## **III. Use of Leave During Inclement Weather/Emergency Incidents**

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Announcements will be made as soon as possible following any decision to close County operations, offices or facilities in any area. Depending upon an employee's designation as "Essential or Non-essential" personnel, the following shall apply:

#### **A. Non-Essential Employees**

1. All non-essential employees who are scheduled to work but are unable to do so because their assigned work site is closed or operations are suspended shall be compensated for their full work day or shift at their regular rate of pay. However, any time that the work site is closed or operations suspended shall not count towards "hours worked" for that work week for purposes of assessing whether an employee is entitled to payment of overtime or accrual of compensatory time in lieu of overtime pay.
2. All non-essential employees who are scheduled to work but excused from work by their Appointing Authority/Department Head will be compensated for their full work day or shift at their regular rate of pay.
3. If a non-essential employee's assigned work site, office or facility is officially closed or operations suspended due to inclement weather or an emergency during an employee's normal work hours and the employee is required to leave early, the employee shall be compensated for the remainder of his or her regularly scheduled shift at his or her regular rate of pay.
4. Non-essential employees who are delayed due to weather conditions on days when County offices and facilities open at their regular time or who need to leave early due to weather-related concerns when Fulton County offices remain open until their normal closing time, shall notify their Appointing Authority and/or immediate supervisor regarding their situation as soon as possible. Such employees shall have the option of using accrued compensatory, vacation, or holiday leave to cover any related period of absence. Any non-essential employee who fails to report to work during bad weather conditions without notifying the Appointing Authority or the employee's immediate supervisor of his or her situation will be considered absent without approval and will not receive any compensation from the County during such absence.
5. A non-essential employee who calls out and does not report to work on a day that County offices close early due to inclement weather or an emergency shall be charged vacation leave for any period of absence leading up to the time of the closure and will be compensated for the remainder of their regularly scheduled shift at his or her regular rate of pay.

#### **B. "Emergency Essential" Employees**

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1. All “Emergency Essential” employees will report for their regularly scheduled shift and will be compensated at their regular rate of pay. In addition, any “Emergency Essential” employee who reports to work during an office closure will receive accrued leave banked as “holiday earned” at a rate of 1.5 for each hour actually worked. Non-exempt employees will be compensated for all hours worked in excess of the applicable maximum hours as listed in the Overtime and Compensatory Time Policy and as otherwise required by applicable state and federal law, unless the employee receives compensatory time for overtime work as set forth in the Overtime and Compensatory Time Policy.
2. Fulton County may offer to transport “Emergency Essential” employees in order to deal with an inclement weather emergency or to adequately staff continuous-operations during an inclement weather emergency. Such employees shall be required to accept such transportation and to report to work.
3. Any “Emergency Essential” employee refusing Fulton County-provided transportation during an inclement weather emergency will be considered absent without approval and will not receive any compensation from the County during such absence. “Emergency Essential” employees who are scheduled to work and fail to report to work, including any “Emergency Essential” employee who refuses County-provided transportation, may be subject to disciplinary action in accordance with applicable Fulton County policies and procedures (i.e., the Discipline for Classified Employees Policy and Procedure).
4. “Emergency Essential” employees who are instructed by their supervisor not to report for work or who are excused from work will be compensated for their full work day or shift at their regular rate of pay.

### **C. Standard Essential Employees**

1. “Standard Essential” employees may be required to be on-call or to work remotely at the discretion of the Department Head.
2. “Standard Essential” employees who are on-call will be compensated in accordance with the On-Call Pay Policy and Procedure (107-16). “Standard Essential” employees shall be paid at their normal rate of pay for any time actually worked while on-call, as specified in this policy. In addition, any “Standard Essential” employee who performs work during an office closure will receive accrued leave banked as “holiday earned” at a rate of 1.0 for each hour actually worked. Non-exempt employees will be paid any applicable overtime rate if the time actually spent carrying out assigned duties during the call-in time qualifies as overtime hours. Employees who are not required to perform any work while on-call will be paid \$2.50 per hour.

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3. "Standard Essential" employees who work remotely during an office closure will be compensated at their regular rate of pay. In addition, any "Standard Essential" employee who performs work during an office closure will receive accrued leave banked as "holiday earned" at a rate of 1.0 for each hour worked.

#### **D. Employees Not Scheduled to Work**

Employees who are not directly affected by the weather conditions warranting closure (i.e., employees participating in the County's telecommuting program), or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for, any absence that may be authorized for the employees directly affected by the closure.

Any employee already on previously authorized leave (i.e., approved vacation, compensatory, sick, or FMLA leave or leave without pay) during a day that there is a delayed opening, early closure or complete closure of County offices or facilities will remain on such leave during any period of closure. The employee's leave time will be reported and his or her leave banks charged in accordance with established Fulton County policy and procedures including the Time Away from Work (Leave) Policy and Procedure.

#### **IV. Emergency Event Response Compensation**

Any non-exempt employee who is required to report to work outside of his or her regularly scheduled work hours in order to respond to inclement weather needs, an emergency event as defined above, or to participate in special construction, maintenance, renovation or repair projects imperative to Fulton County operations will be compensated at a rate equal to one and one-half times their regular rate of pay. Non-exempt employees will be compensated for all hours worked in excess of the applicable maximum hours as listed in the Overtime and Compensatory Time Policy and as otherwise required by applicable state and federal law, unless the employee receives compensatory time for overtime work as set forth in the Overtime and Compensatory Time Policy.