

Adverse Weather Closings

Human Resources Policy- #130

Policy:

In the event of adverse weather, the County Manager will at the earliest time consult with the Chairman of the Board of County Commissioners, to assess and confer to determine if all or some County offices will be open, closed or operate on a delayed opening or early closing.

Announcements will be made at or before 6:00 A.M. on television stations WGHP-TV Channel 8, WXII-TV Channel 12, WFMY-TV Channel 2, News 14 Carolina (for Time Warner Cable subscribers), and on radio station WLXN AM-14.40 in Lexington, as well as on the Davidson County Web Page advising County personnel on the status of business hours.

The announcement will state whether County Offices will be open, closed, or have a delayed opening. Should the message contain information regarding a delayed opening, please continue to monitor the source for additional or updated information due to potential changes in weather or road conditions. The sites listed above will be updated as soon as possible with changes in opening status due to changing conditions.

The County Manager, the Chairman of the Board of County Commissioners, and the Clerk to the Board are the only three people allowed to contact the media with the status of business hours.

The County utilizes an Emergency Notification system called Code Red. The Code Red system will alert Employees during adverse weather conditions by providing critical instructions for ensuring Employee safety. This alert will inform Employees about whether County Offices will be open, closed, or have a delayed opening. It is recommended that all Employees register for Code Red Alerts.

The registration link is <https://public.coderedweb.com/CGE/BFA85004B914> or this can be found in DCNet under the Employee Center. If you need assistance, please contact Human Resources.

The County Manager may advise each Department Director to select a skeletal staff to keep offices open. The Department Director is to use discretion on what staff to use on the

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skeletal crew. Department Directors are requested to pre-plan their skeletal staff and prearrange their own adverse weather transportation, as their attendance is required.

Use of Administrative Pay

Administrative Pay is given to employees under the following circumstances:

- If a delayed opening is declared the employees that report to work at the delayed opening time will receive administrative pay. For example, if an employee's shift starts at 8:00am but the County Offices do not open until 10:00am then this employee would receive 2 hours of administrative time.
- If an early closing of County Offices is declared, then employees will receive administrative pay from the time of the early closing to the end of their shift. For example, if the County Offices are closed starting at 3:00pm and the employee normally works until 5:00pm, then the employee will receive 2 hours of administrative pay.
- If the County Offices are closed for the entire day, then employees that normally would have worked will receive administrative pay for their entire shift. For example, if the employee normally works from 8:00am to 5:00pm they will receive 8 hours of administrative pay.
- If this employee reports to work after the delayed start time they must use vacation time from the beginning of the delayed time to the time they report to work. For example, if the delayed start time is 10:00am and the employee usually reports to work at 8:00am but the employee does not report to work until 12:00 noon then this employee would receive 2 hours of administrative time from 8:00am to 10:00am but must use vacation time for the hours between 10:00am to 12:00 noon.
- If County Offices close early and the employee chooses to leave earlier than the closing time then the employee must use vacation time from the time they left and the early closing time. For example, if County Offices close at 3:00pm but the employee chooses to leave at 1:00pm then the employee

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must use vacation time from 1:00pm to 3:00pm and then they will receive administrative pay from 3:00pm until 5:00pm or the end of their shift.

Administrative Pay is not given to employees under the following circumstances:

- If an employee is on vacation, sick, FMLA, leave without pay, or some other type of leave the employee will not receive administrative pay when the County offices are on a delayed opening, early closure, or full day closure.
- If the employee chooses not to report to work for the day when the County offices are on a delay. This employee must use vacation time for their entire shift.
- If an employee is part of the designated skeletal crew that is required to report to work even when there is a delayed opening.

Scope:

This policy applies to all employees and departments except for the Sheriff's, EMS and Emergency Communications (911) Departments.

Document Change Record

Revision	Description
2-11-2025	Revised