

*Kingman County  
Kansas  
Personnel Policy Manual*

Policy #24  
Special Closings

Commission Approved  
Date: 4-15-2013

## **24 Special Closings**

24.1 To the extent possible, all County employment facilities will remain open according to regularly scheduled business hours. The County reserves the right to change business hours and /or close specific County facilities as conditions warrant to protect the welfare of employees and citizens. This may be the result of serious weather conditions or other emergency reasons as may be deemed necessary and /or appropriate by the Board of County Commissioners (BOCC).

24.2 Every effort should be made by employees to be at work due to on-going business requirements. In the event that inclement weather prevents an employee from arriving at work or wanting to leave work early, the employee must use their own accumulated vacation or personal leave to be compensated for this time. If an employee does not have unused paid time off, then the time will be taken without pay. Employees must make every effort to notify their department head of the absence prior to the start of the employee's scheduled shift.

**24.3 Closed or Delayed Opening.** In the event of serious weather conditions or other emergency reasons, the BOCC will consult with the appropriate departments i.e. Sheriff Office, Public Works, Emergency Manager, Human Resources, and any other Department Heads immediately available in order to make the best decision based on current information. Once a decision is made, the Emergency Manager or an assigned appropriate employee will activate the County's Current Response Alert System to all department heads of any closing or delayed opening of specific County offices or operations. When possible, the Emergency Manager or Public Information Officer will notify the local news media to broadcast notification of any closings.

Affected Department Heads or an assigned designate will be responsible to contact their employees and advise them of their work status concerning closings, delayed openings, or a requirement to work and support other departments.

Those employees notified not to attend work caused by the closing or delayed opening shall be paid upon BOCC approval, for any hours normally scheduled to work, up to a maximum of 8 hours. *(Employees who, on the day or at the time of the closing, are not at work due to illness (sick leave), vacation time, time off without pay, funeral/bereavement, or otherwise already departed from work and have ended their work shift, shall not be compensated for any additional hours due to the closing.)*

Department employees who are required to work due to the event shall receive their current hourly rate, up to a maximum of 8 hours, which other department employees are being paid not to be at work. Plus, these essential employees shall be paid for time actually worked. *(Based on any work week or work period, an employee can elect to use Flex and Comp time if*

*an employee receives approval from their Department Head. (Policy #18 – Flexible / Comp Time Work Schedules.)*

Each Department Heads will decide their needs of personnel support and who is essential and non-essential in staffing for their departments responsibilities. *(If in the case an essential employee is not able to work due to their own personal emergency, that employee will need to contact and receive from their Department Heads permission to either not come to work or not remain at work. If granted, they will be allowed to use their own accumulated vacation or personal leave to compensate for their time off.)*

24.4 Exceptions to this policy must be approved by the BOCC and will be handled on a case by case basis depending on the magnitude of the emergency event. (Furloughs will not be considered part of this policy.)