

#### SEVERE WEATHER CLOSINGS

1. 911 and OEM/EMS monitor ice, snow, and severe storms.
2. These are the criteria for closing: field reports, forecasts, major ISD closings, other governmental closings.
3. The OEM/EMS Director will contact the county judge, and make recommendation based on above criteria.
4. County Judge will make the decision and call 911 & PIO.

#### PUBLIC INFORMATION

1. If the decision is made at night or early in the morning, the PIO will list the information on the web page and record a voicemail for County employees; the PIO will also notify the media.
2. Information will be made available by 6 a.m.
3. If the decision to close occurs during normal business hours, PIO will notify offices and departments, and the media.

#### ALL BUILDINGS OPEN OR CLOSED

1. County Judge's decision will be that all buildings are open or all buildings are closed--public and employees get only one message.
2. Exception: essential personnel must report.
3. Offices that differ with decision will have to notify their own employees and will be responsible for opening and closing buildings.

#### ESSENTIAL PERSONNEL

1. LAW ENFORCEMENT, CORRECTIONS
2. EMS
3. 911 DISPATCH
4. FACILITIES
5. JUVENILE ACADEMY AND DETENTION
6. DEPARTMENT OF INFRASTRUCTURE
7. TECHNOLOGY SERVICES
8. EMPLOYEES DESIGNATED BY DEPARTMENT HEAD
9. EMPLOYEES IN OTHER OFFICES THAT ARE OPEN

#### ~~PAY ISSUES - WEATHER CLOSINGS~~

- ~~1. Essential non-exempt personnel who work may be granted EP leave (emergency personnel leave),~~

to be used at the discretion of the official/dept head, as departmental budgets allow. EP leave will be paid in the same amounts as holiday leave but will not carry over to the next fiscal year.

- 2. All essential personnel who do not work during the weather closing must notify their supervisors. They will be paid, required to use leave, or placed on leave without pay, at the discretion of the official/department head.
- 3. Employees who are not essential should not place themselves or the public at risk by coming to work. If they voluntarily do so, they will not be granted EP leave or receive other compensation.
- 4. All full-time, non-essential employees scheduled to work on a day when their office or department is officially closed will be paid.
- 5. All full-time, non-essential employees who do not work on days when their office or department is officially open may be paid, or required to use leave, or placed on leave without pay, at the discretion of the official or department head.
- 6. Regular, part-time employees working at least 20 hours per week will be paid for weather closings that occur on a scheduled work day.
- 7. Such employees who do not work when their worksites are officially open may be paid, or required to use accrued leave, or be placed on leave without pay, at the discretion of the official or department head.

OTHER OFFICIAL CLOSINGS

- 1. The procedures for paying essential, non-essential, and regular part-time employees in cases of severe weather closings will also be applied when county offices are officially closed for other reasons, such as funerals or non-weather related emergencies.

INJURIES AND HEALTH EMERGENCIES

- 2. Always call 911 if there is an injury or health emergency (heart attack, choking, severe asthma, serious fall, etc.).
- 3. The county phone system will be modified to show origin/location of the call in order to provide specific information to emergency personnel.
- 4. County buildings will have AED (automated external defibrillation) units and first-aid kits.
- 5. Some employees will receive first-aid and AED training; their names will be given to offices and departments.

ACCIDENT/INJURY FOLLOW-UP

- 1. Injured employees or their supervisors will submit a TWCC-1 to HR immediately after the incident (first report of injury or illness).

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**Infrastructure Department Personnel Working Four Ten Hour Days (Monday through Thursday)**

Approved by Commissioners Court December 7, 2010

Effective: December 10, 2010

**Usual Work Week:** Employees working four ten hour days shall work Monday, Tuesday, Wednesday and Thursday. This schedule may be changed to Tuesday through Friday at the sole discretion of the supervisor. The employees shall additionally perform emergency response duty at the request of their supervisor. Emergency response duty can occur on any day of the week.

**Vacation:** Vacation hours will be accrued at the pay period rates defined in the Williamson County Employee Policy Manual. A single day of vacation taken requires ten hour of vacation to account for the ten hours of paid leave taken.

**Sick Leave:** Sick leave hours will be accrued at the pay period rates defined in the Williamson County Employee Policy Manual. A single day of sick leave taken requires ten hour of sick leave to account for the ten hours of paid leave taken.

**Holidays:** Eight hours of holiday leave will be credited to the employee for each County recognized holiday occurring within the pay period. A single holiday taken requires ten holiday or vacation hours for the ten hours of paid leave taken.

Example 1: A holiday occurs on a Friday. The employee accrues eight hours of holiday time but does not charge holiday time since the employee is not scheduled to work on Friday.

Example 2: A holiday occurs on a Monday, Tuesday, Wednesday or Thursday. The employee accrues eight hours of holiday time but must charge 10 hours of accrued holiday or other leave time.

**Floating Holiday**

Eligible employees may receive 1 floating holiday per fiscal year, with prior approval of their elected official or department head, for personal or business reasons. The floating holiday is non-cumulative and may not be "sold" or "bought". Floating holidays are not paid out upon termination or resignation from Williamson County.

**Other Leave (Revised: 2/17/2011)(Approved by Commissioners Court (x/x/x/xxxx))**

1. Extra holidays, bad weather days, public disasters, official funerals and similar occasions that involve the suspension of all routine County business may only be declared by the County Judge or his designated representative.

**Leave Time During Closures of County Offices**

1. County offices may be officially closed by the County Judge or his designated representative in the event of severe weather or other events as described in the "Other Leave" section. After the event, Payroll Staff in the County Auditor's office will load "Bad Weather" leave accrual time into Kronos for the total

number of hours that County offices were officially closed. If County offices are closed for an entire day, bad weather leave accruals will be applied in the same amounts as holiday leave but will not carry over to the next fiscal year.

2. All essential personnel, as identified in the Workplace Safety and Security Policy, who do not work during a severe weather closing must contact their supervisors immediately upon the County's declaration of a severe weather closing.

2.3. If the leave event or emergency situation is prolonged beyond 7 days, the Commissioners' Court or department head may, at their discretion, place employees whose services are not required on unpaid leave (in which case the employee may use any accrued paid leave).

3.4. So long as an office is open, its employees are expected to be there unless there are special circumstances, distinct from those affecting other employees that make their travel or attendance unsafe. This includes instances when a school district where the employee resides may close or have a delayed start time due to weather conditions within their entire district. If an employee is delayed reporting to work for their regularly scheduled shift when County offices are open, the employee will need to use one of the following leave types to receive pay for this time: vacation, holiday, compensatory time, floating holiday or emergency leave (if applicable based on the definition of emergency leave). If an employee does not have one of these types of leave time available for use, they may be required to use leave without pay (LWOP) for this absence. ~~Whether an individual will be paid under these circumstances or must use some form of authorized paid leave, is left to the discretion of the department head.~~

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4.5. If an employee has vacation time or sick leave time scheduled and the County has declared bad weather time when all offices are closed, then during the same hours, an employee is allowed to enter bad weather time for those hours and reserve their vacation or sick leave time for those hours.

**Emergency Operations Center (EOC) Activations When County Offices Are NOT Closed**

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5.1. Upon activation of the EOC or declaration of local, state or federal disaster, Essential Personnel as defined by the Williamson County Workplace Safety and Security Policy, shall be paid or accrue leave as follows:

All Non-exempt Essential Personnel, not subject to the Guaranteed Fluctuating Hours Plan ("the plan"), may receive time and one half in lieu of comp time once they have exceeded 40 hours worked in a pay week.

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Non-exempt Essential Personnel subject to "the plan" may receive EP leave in the same amounts as holiday leave but will not carry over to the next fiscal year.

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~~All Essential Personnel may receive time and one half in lieu of comp time once they have exceeded 40 hours worked in a pay week.~~

Essential personnel who are exempt will be given EP (Essential Personnel) leave to be used at the discretion of the official or department head, as departmental budgets allow. EP leave will be paid

in the same amounts as holiday leave but will not carry over to the next fiscal year. In order to provide this EP leave, all hours must be tracked and documented for exempt staff and forwarded to the payroll department.

#### **Emergency Leave**

Any official or department head may grant paid emergency leave up to 2 days per fiscal year in addition to vacation or paid sick leave for all full time 40 hour per week employees. Emergency leave may be granted for only one of the following: funeral of relatives or close friend, an employees' auto accident, or emergency repairs of an employees' home or autos. A utility outage disrupting electrical service or water service to an employee's home does not qualify for emergency leave. Another form of paid leave should be taken for these absences. Emergency leave does not carry over from one year to the next and may not be "sold" or "bought". Emergency leave is not paid out upon termination or resignation from Williamson County. Emergency leave may not be converted to any other leave.

#### **Time Off To Vote**

Williamson County encourages its employees to participate in the political process by voting in federal, state and local elections. Due to the early voting opportunities afforded citizens, employees should usually not need time off work to vote. However, supervisors may approve time off in unusual circumstances. Verification of need to be off may be required by departments. Under state law, if the polls are open for two (2) consecutive hours outside of an employee's working hours, an employer is not required to release the employee from work in order to vote. Otherwise, employees may be allowed to leave work to vote. Their time off will be without pay or they may use appropriate accrued leave time or compensatory time.

#### **Military Leave**

The first 15 days of military leave in each fiscal year will be paid without "loss of time, vacation time or salary". All military leave after the first 15 days is considered "unpaid leave". Those individuals on military leave may choose to use vacation time accrued, compensatory time accrued, or holiday time accrued to compensate for a portion of this unpaid leave. Those individuals on guaranteed salary will be entitled to a full two weeks pay if they have worked any time during that particular pay period and are put on military leave simultaneously. The Uniformed Services Employment and Re-employment Rights Act (USERRA) grants up to five years of military leave. The Act requires an employer to reinstate a person to his/her previous position if military service has been satisfactory according to the guidelines listed below.

- a. Service of 90 days or less-veteran must be re-employed in the position he/she would have held if he/she had continued in employment without interruption for military service.
- b. Service of 91 days or more-veteran must be re-employed in the same position or in a position of like seniority, status and pay.
- c. For service up to 30 days, veteran must report back to work on the next regularly scheduled day after completion of duty.