

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 13 GENERAL POLICIES

SECTION 13.4. INCLEMENT WEATHER

IN THE EVENT OF INCLEMENT WEATHER, EACH DEPARTMENT HEAD WILL DETERMINE WHETHER THE OFFICE WILL BE OPEN AND THE SERVICE PROVIDED. THE SAFETY OF THE PUBLIC AND THE EMPLOYEES ARE THE MAJOR CONCERNS.

THE COUNTY JUDGE WILL INITIATE CONTACT WITH OFFICE HOLDERS/ DEPARTMENT HEADS RE: WEATHER CONDITIONS, WITH THE JUDGE RESPONSIBLE FOR CLOSURE OF OFFICES AS NEEDED. THE COUNTY JUDGE WILL NOTIFY MEDIA AND ENSURE PUBLIC NOTICE IS GIVEN REGARDING ANY CLOSURES. ANY OFFICE HOLDER/ DEPARTMENT HEAD MAY DESIGNATE THEIR INDIVIDUAL OFFICE AS OPEN IF NEEDED.

TIME MISSED DUE TO OFFICE CLOSURE BECAUSE OF INCLEMENT WEATHER WILL BE REPORTED ON TIMESHEETS AS INCLEMENT WEATHER.

AN EMPLOYEE WHO REQUESTS TIME OFF DUE TO INCLEMENT WEATHER AND SAFETY CONCERNS BUT WHERE THE OFFICE IS OPEN FOR BUSINESS, WILL MAKE THAT REQUEST TO THE SUPERVISOR/OFFICE HOLDER FOR REVIEW AND FINAL APPROVAL AS APPROPRIATE. THIS TIME WILL BE RECORDED ON THE TIMESHEET USING ACCUMULATED VACATION, PERSONAL, COMPENSATORY TIME OR TIME WITHOUT PAY.

EMPLOYEES WHO PROVIDE AN ESSENTIAL OR EMERGENCY SERVICE ARE SUBJECT TO WORK ASSIGNMENT DURING INCLEMENT WEATHER IN ORDER TO ENSURE SAFETY OF THE PUBLIC. THE DEPARTMENT HEAD IS RESPONSIBLE TO ASSIGN PERSONNEL AS NEEDED TO PROVIDE THAT SERVICE.

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