

# LAMPASAS COUNTY PERSONNEL POLICIES

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## 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.

INCLEMENT WEATHER IS DEFINED AS EXTREME WEATHER (USUALLY ICE, SNOW, HIGH WATER) THAT HAS THE ABILITY TO CREATE HAZARDOUS DRIVING CONDITIONS OR SIGNIFICANTLY IMPAIR NORMAL OPERATIONS OF THE COUNTY. INCLEMENT WEATHER TYPICALLY IS REGIONAL, THERE IS FOREWARNING, AND THE LEVEL OF SAFETY CONCERNS MAY VARY BY INDIVIDUAL OR DEPARTMENT. (See Policy #9.3 Workplace Safety And Security)

AN EMPLOYEE WHO REQUESTS TIME OFF DUE TO INCLEMENT WEATHER AND SAFETY CONCERNS, WILL MAKE THAT REQUEST TO THE SUPERVISOR/DEPARTMENT HEAD FOR REVIEW AND FINAL APPROVAL AS APPROPRIATE.

TIME MISSED DUE TO INCLEMENT WEATHER WILL BE REPORTED AS VACATION LEAVE, PERSONAL LEAVE, COMPENSATORY TIME, TIME WITHOUT PAY OR THE DEPARTMENT HEAD MAY APPROVE TIME WORKED IN THE SAME WORK WEEK TO MAKE UP FOR TIME MISSED.

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.

New: 1-18-13  
Revised 5-28-13