**Emergency Closure of County Government Offices and Adverse Weather Conditions Policy**

County offices shall be open for business on all business days except legal holidays, holidays established by the County Board of Commissioners, and specific dangerous situations. County facilities will generally remain open during adverse weather. Except in the most severe emergencies, County offices will remain open and operating with full service if at all possible. Should the weather or other conditions be sufficiently severe or other dangerous situations occur, such that the interests of the public and/or employees are best served by closing County offices, the County Administrator or designee will make such decision.

Decisions to cancel departmental programs, events, or meetings including members of the public or those held outside of regular business hours will be made by the Department Head. The Department Head is required to promptly notify the [County Administrator] regarding any cancellations.

During adverse weather conditions, based on individual circumstances and subject to the employee reaching agreement with the [Department Head] as to the severity of the inclement weather, employees should evaluate the weather and road conditions in deciding to report to work or requesting to leave early. Employees are required to follow supervisor notification procedures as defined by their department when requesting authorization for absence due to adverse weather conditions.

Employees not reporting to work for reasons of personal safety will generally be allowed to use accrued vacation time [or paid time off] or compensatory time. Alternatively, with supervisor approval, an employee may be permitted to modify their typical work schedule or make other reasonable schedule adjustments such as flexing their schedule during that workweek. The [Department Head] will assure there is sufficient staff on duty for the department to function.

Sheriff’s Office and Public Works [OR Highway Department] employees are generally required to report to work regardless of conditions. Additional critical positions may also be required to report to work regardless of conditions, as determined by the Department Head.