



Medina County Policy Manual



Policy: Emergency Closings	Section: Health & Safety	Number: 6.010
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- A. If a weather emergency is declared by the Board of County Commissioners, employees will be compensated for the time they were scheduled to work during the emergency period. If employees are released from work because of a non-weather-related emergency situation (fire, natural gas leak, etc.), the employees will be compensated for the time they were scheduled to work during the emergency period.
- B. Employees prescheduled for vacation, sick or compensatory time-off prior to the emergency-closing announcement may not rescind their time-off request after the announcement and will be charged as originally scheduled.
- C. Employees unable to report as scheduled will receive their regular hourly rate of pay. In order to receive their hourly rate of pay, those employees unable to reach work due to inclement weather conditions must notify director/supervisor as early as possible after determining they will not be able to report as scheduled.
 - 1. Scheduled employees failing to notify appropriate supervision will receive disciplinary action of at least the minimum of a written warning for a "no-call/no-show".
 - 2. Where disciplinary action taken is not suspension, the offending employee will be paid from their accrued vacation. Where insufficient accrued vacation exists, the employee will be paid from their accrued compensatory time. Where insufficient compensatory time exists, the day will go as unpaid.
 - 3. Employees living in counties where the Sheriff has declared a "Level 3" snow emergency and are unable to report to work will have the option to use accrued vacation or compensatory time, or be excused without pay provided they have satisfied paragraph C. (**NOTE:** A County's Sheriff's Department is responsible for designating a Level 3 roadway condition where roads are closed to all non-emergency traffic and those traveling may be subject to arrest.)

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- D. An employee who is absent, tardy, or leaves work early on a day when weather conditions interfere with travel, but when no emergency has been declared by the state or County, is absent without leave and therefore in non-pay status. The employee may, with approval of their director/supervisor, account for such time by taking vacation, compensatory time, or to leave without pay. Inclement weather is not a valid use of sick leave.
- E. If County offices are closed due to weather-related or some other emergency condition, certain essential personnel may be required to work despite the closing of the County offices. The Board of Medina County Commissioners will determine which personnel shall be considered essential. Those employees who are required to continue working when County offices are closed due to weather-related or other emergency conditions will receive their normal straight time pay for the time worked. No additional compensation or compensatory time off will be received as a result of the emergency.