



TRINITY COUNTY LEAVE POLICY

SUBJECT:	HAZARDOUS WEATHER AND EMERGENCY CONDITIONS
POLICY NO.:	15-01
INITIAL DATE PREPARED:	JANUARY 15, 2002
LAST DATE REVISED:	JULY 7, 2015
RESOLUTION NO.:	N/A

The purpose of this policy is to formulate a written County policy with respect to snow/inclement weather days and emergencies.

Emergency Conditions means circumstances that would expose County employees to harmful or unsafe conditions.

When a Department Head and/or his/her designee determine that an emergency condition exists in their workplace, they shall send their staff home or send them to alternative work assignments. In addition, they shall notify the County Administrative Officer, notify dispatch at the Sheriff's Department, and, if safe, post a notice on the entrance of their workplace advising the public that the office is closed for the day.

During periods of snow/inclement weather or emergency conditions, employees are required to contact their Department Head and/or his/her designee each day to determine if their workplace will be open or closed, and whether there is an alternative work assignment available.

Compensation During Hazardous Weather and Emergency Leave:

If their workplace is not closed, employees who do not report to work or who report late to work due to hazardous weather or declared emergency conditions, shall be allowed, with their Department Head's approval, to:

Use accrued vacation or compensatory leave to make up the lost time or take leave without pay

In the event that the County cannot provide a safe workplace (no power, heat, etc.) and their Department Head or his/her designee advises employees that their place of work will be closed for the day and that there is no alternative work assignment available, an employee shall be compensated for their regular work schedule for that day.

If a workplace is closed under this policy, and the employee is not contacted by their Department Head or his/her designee, the employee is required to attempt to contact their

Department Head, his/her designee, and the Trinity County Sheriff's Dispatch. If the employee is unable to obtain information that their workplace is closed and show up to their workplace, they shall be entitled to two (2) hours of pay for showing up. This pay shall be in addition to the regular pay they are entitled to under this policy.

An employee not scheduled to be at work that day shall not be compensated.



JUDY MORRIS, CHAIRMAN
Board of Supervisors
County of Trinity
State of California

ATTEST:

WENDY G. TYLER
Clerk of the Board of Supervisors

By: 
Deputy