

CHAPTER:	9 – GENERAL RULES AND REGULATIONS	ADOPTED: 3/7/06
SECTION:	2 – EMERGENCY CLOSINGS OF COUNTY OFFICES	REVISED: 4/6/16

Office Closings

If it is necessary to close County offices because of adverse weather or other conditions, announcements will be made utilizing the local closing number of (856) 853-3463 as well as through the elective alert option on the Gloucester Alert System. Registration for this option is available at www.gloucesteralert.com or by visiting the county website at www.gloucestercountynj.gov and selecting the Alerts button. Employees should be sure to keep phone numbers and e-mail address up-to-date on the system. Any fees or charges associated with text messages are the responsibility of the employee.

Twenty-four hour facilities and certain other departments or portions of departments cannot close and must remain operational at all times. The following departments/divisions/areas/offices provide essential services and **employees of these departments/divisions/areas/offices designated as essential** are required to report under ALL CIRCUMSTANCES:

- Animal Shelter
- Buildings and Grounds
- Corrections
- Emergency Response (all divisions)
- Human Services, Division of Transportation
- Parks and Recreation
- Public Works
- Sheriff's Office

Furthermore, there may be times where it is imperative for the safety of county residents that all county employees may be required to report to work.

In accordance with the collective bargaining agreement, an employee that reports to work to provide essential services when the County facilities are closed may receive an equal amount of compensatory time. In accordance with the applicable collective bargaining agreement, certain employees are expected to be in attendance during normal working hours anytime that County buildings are open, while other employees will be paid regular salary should the County offices be closed because of an “emergency.” If this situation applies to a part-time employee under the terms of the applicable collective bargaining

unit who is regularly scheduled for particular time that the county offices are closed, they will be paid for those scheduled hours.

If an employee chooses not to report to work during a time of adverse or other conditions, vacation time or compensatory time will be charged. If the employee does not have vacation or compensatory time available to charge against, the employee will be docked time. Sick time will only be charged for a legitimate illness.

Delayed Opening/Early Dismissal

Conditions may warrant a delayed opening or an early dismissal of County offices. The purpose of the delayed opening or early dismissal is to allow for poor road conditions. Delayed reporting and early dismissal times are for employees that report to work. In these circumstances, any employee who does not report to work will NOT be allowed to subtract the delayed reporting or early dismissal time from their leave time. Furthermore, employees will not receive compensatory time for arriving before the amended start time or for staying beyond an early dismissal time.

Employee:

Seeks approval from his/her Department Head/designee for vacation or administrative leave because of inclement weather or other adverse conditions according to the procedures for these types of leave.

Provides medical verification for sick leave requests that coincide with inclement weather or other adverse conditions.

Human Resources:

Approves/denies sick leave requests that coincide with inclement weather or other adverse conditions.