

JO DAVIESS COUNTY, ILLINOIS
EMERGENCY COUNTY OFFICE CLOSING POLICY

- A.** Per Section 2.07 (c.) of the Jo Daviess County employee handbook - Employees are expected to be at work even during inclement weather. Department heads may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation time or shall be unpaid if no accrued vacation is available.
- B.** It is recognized that periodic emergencies, such as severe weather, power failures, natural or other disasters, can disrupt County operations, sometimes requiring closing or evacuating of one or more work facilities.
- C.** The County Board Chair, following consultation with the County Administrator, the Sheriff, the presiding Circuit Judge, the County Engineer and the Emergency Management Director regarding emergency conditions and/or other factors, shall make the decision to close County offices. The conditions under which closing may be justified include adverse weather conditions, natural or other disasters, the presence of hazardous materials or chemicals or any other conditions which would pose a clear health or safety risk if normal operations are continued.
- D.** In the case of a power outage or loss of water supply to the Health Department Building, the Public Health Administrator following consultation with the Board of Health President shall make the decision to close the Health Department Building.
- E.** As circumstances permit, each County office will be notified of an impending decision to close County offices. If an emergency situation arises before the start of usual County office hours' efforts will be made to contact Department Heads at home. From the time of notice, each office will have 30 minutes to indicate if such a decision will adversely impact on their operation, to recommend an alternative closing time based on their operational needs, and to comment in any other way. It will be assumed that any office not responding within the 30 minute time period concurs in the decision to close and the timing of closure.
- F.** When County offices are authorized to close under the forgoing conditions, employees who are working in positions not requiring their continued attendance because of job function will be paid for the time the offices are closed. Employees on scheduled vacation, on sick leave, or on other approved leave will not be paid for the time that the offices are closed.
- G.** In the event that the County Board Chair is not available to make a timely decision, the County Administrator shall act on his behalf; in the event that the County Administrator is not available, the Sheriff shall act on his behalf; in the event that Sheriff is not available, the Presiding Circuit Judge shall act on his behalf; in the event the Presiding Circuit Judge is not available, the County Engineer will act on his behalf, in the manner described above.
- H.** The electronic news media serving residents of Jo Daviess County will be notified by fax or e-mail of a decision to close County offices by the County Administrator's Office.