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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 610**  
**EFFECTIVE DATE: 11/18/08**  
**REVISED: 01/02/18**  
**05/19/20**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: AO**

**SUBJECT: EMERGENCY CONDITIONS/DISASTER LEAVE**

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**I. Purpose:**

To establish a policy for employee leave time in the event of emergency conditions, including but not limited to dangerous weather or road conditions, natural disaster and power outages.

**II. Policy:**

**Effective retroactively to 01/01/2020**

**A. Emergency Volunteer Service**

An employee who is a participant in any volunteer emergency service (e.g., fire protection, ambulance service, or search and rescue) shall not schedule him/herself for on-call duty during work hours. In the event an employee is required to respond to an emergency during normal working hours, s/he shall remain in full employment status and shall receive total regular compensation while performing the volunteer service for the period that s/he would have been working for the employer.

**B. Emergency Road Conditions**

1. Any employee who is unable to report to work due to road closures or hazardous road conditions caused by ice, snow, floodwaters, washouts, or slides shall not receive regular salary. Employees are advised to use their best judgment in making a decision of whether or not to report to work under such conditions. Should an employee decide to remain at his/her residence, all reasonable attempts should be made to notify his/her immediate supervisor. Any employee wishing to receive payment for time missed due to hazardous road conditions may do so by using either accrued annual leave or accrued compensatory leave time.
2. Any non-exempt employee who reports to work late due to road closures or hazardous road conditions will be compensated only for the actual hours worked. In the event the employee wishes to receive a full day's pay, s/he may use annual leave or accrued compensatory leave time to complete the normal work period.

3. Any employee who elects not to report to work due to hazardous road conditions or reports to work late under such conditions shall not be subject to discipline. In the event the supervisor is in doubt of the employee's reasoning, the final decision shall be made by the employer on the basis of documentation or confirmation of the hazardous conditions by either a law enforcement agency or the appropriate public works agency having jurisdiction over the roadways in question.

#### **C. Emergency Closure Due to Weather Conditions**

1. In the event the County Manager authorizes the closure of county offices, or a portion thereof, due to weather or related conditions, employees who are unable to report to work due to such official closure will be paid for the days work at their regular rate of pay.
2. This policy section does not apply to employees in public works roads, water, sewer; communications; information technology; and sheriff deputies, corrections officers, and other sheriff peace officers. Employees in non-exempt positions in public works, roads, water, sewer; communications; information technology; and corrections (but not line sheriff employees) who are regularly scheduled and required to report to work during an emergency closure will be awarded comparable time off at the rate of 1 hour for each hour of emergency closure pay received by those employees not required to report to work during the incident.

#### **D. Emergency or Disaster Area Declaration**

1. "Emergency Declaration" is defined as a declaration made by the Board of County Commissioners in response to an emergency.
2. "Emergency" means any man-made or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering or financial loss to the extent that extraordinary measures must be taken to protect the public health, safety, and welfare. Such events include, but are not limited to fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills of oil or other hazardous substances, disease, blight, infestation, disruption of utility or transportation service, civil disturbance, riot, sabotage and war. An emergency can exist without an official declaration of a state of emergency.
3. "Disaster Area" is defined as a designated area affected by an event declared to be a disaster by a state or federal governmental agency duly authorized to make such designation. Employees who are unable to report to work due to a disaster may use accrued annual leave or compensatory leave time as compensation for scheduled time not worked.
4. In the event the county or a portion thereof closes due to a health, welfare, or safety issues, and such closure is authorized by the Board of Storey County Commissioners, employees who are unable to report to work due to such official closure will be paid up to 5 work days per incident at their regular rate of pay.

5. This policy section does not apply to employees in classified positions in public works roads, water, sewer; communications; information technology; and sheriff deputies, corrections officers, and other sheriff peace officers. Employees in non-exempt positions in public works, roads, water, sewer; communications; and information technology and corrections (but not line sheriff employees) who are regularly scheduled and required to report to work during an emergency closure will be awarded comparable time off at the rate of 1 hour for each hour of emergency closure pay received by those employees not required to report to work during the incident.
6. Employees shall make every effort to report to work as soon as is reasonable under such conditions provided the employer's operation is open and functioning. An employee who has made such an effort, yet fails to report to work under such declared "disaster" conditions, shall not be subject to discipline. Employees shall make every effort to report their circumstances to their immediate supervisor.
7. As directed by the Emergency Manager and Comptroller, exempt employees who report to work during an emergency declaration, wherein FEMA is responsible for reimbursing salary costs, shall account for all hours worked. Exempt employees will be eligible for overtime at the employee's regular rate of pay for time worked over 40 in one week. The only time exempt employees are eligible for overtime pay is during such a disaster, and the overtime pay shall not affect their designation as exempt.

**III. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.**