



ADMINISTRATIVE POLICIES

SECTION:	General	POLICY #:	206
TITLE:	Temporary Closure of County Offices	PROCEDURE #:	206-A
		ORDER #:	10-90
DEPT:	Board of Commissioners	DIVISION:	
ADOPTED:	4/84, 1/96, 12/04, 11/10	REVIEWED:	11/10
		REVISED:	11/10

PURPOSE: To establish policies and procedures concerning the temporary closure of county offices due to inclement weather, bombs, device threats, building and/or property damages, structure failures, utility failures, natural disasters, hostage or trauma situations, emergencies declared by local/state/national government or other unexpected or unusual reasons.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

The Marion County Board of Commissioners expresses the governing body’s formal, organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve as guides to decision making for both elected and appointed officials on the conduct of county business.

The Marion County Administrative Policies and Procedures manual of the Board of Commissioners outlines the forms and process through which the board takes official action on administrative policy, and is the official record of county administrative policy.

APPLICABILITY: All Marion County departments and employees.

GENERAL POLICY: The Chief Administrative Officer (CAO) (or his designee), in consultation with the Board of Commissioners’ Emergency Management designee and emergency and risk management staff, shall determine when conditions require the county to temporarily reduce or close its public business operations. This will be communicated to employees and the public in a timely manner per the established notification procedure as defined in the county’s Continuity of Business Operations Plan.

As part of Marion County’s Continuity of Business Operations Plan, department heads and elected officials will determine which county services shall continue in order to provide employee and public safety and health and essential services.

SUBJECT: TEMPORARY CLOSURE OF COUNTY OFFICES

POLICY GUIDELINES:

1. Implementation: Before or after normal working hours, the Board of Commissioners (BOC) shall inform employees through local media, the Marion County web site and a recorded message at an established phone number when county offices will be closed or have a delayed opening.
2. Responsibilities: All employees shall assume that all county offices are open and operational unless the CAO or his designee has declared the offices closed. While it is recognized that every employee may encounter different circumstances in their daily commute to and from work, employees are expected to make reasonable efforts to report to work during instances of adverse weather conditions. Employees unable to report for work, unable to report to work on time, or who choose to leave early because of adverse weather conditions must contact their supervisor for leave approval.

It is incumbent upon the employees to monitor the aforementioned sources of information in the event or anticipation of an event that may warrant the closure of county facilities. Status updates will follow periodically through the sources listed above, in accordance with the notification procedure.

3. Employee Leave: Closure of county offices may result in temporary interruption of employment. Leave-related considerations are provided in 206A, Procedures for Temporary Closure of County Offices.
4. Periodic Review: This policy shall be reviewed by the Board of Commissioners Office at least every three years and updated as necessary.

Adopted: 1/96
Revised: 12/04
Revised 11/10