



TITLE: Temporary Closure of County Offices		PROCEDURE #: 206-A
DEPT: Board of Commissioners		DIVISION:
EFFECTIVE DATE: 11/10	REVIEWED: 11/10	REVISED: 11/10

OBJECTIVE: To establish procedures for temporary closure of county offices

REFERENCE: Policy #206

POLICY STATEMENT: 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.

APPLICABILITY: All Marion County departments and employees.

PROCEDURES:

1. Determination of closure:
 - a. Determination of closure or delayed opening of Marion County’s public business operations is made by the CAO (or his designee) in consultation with the Board of Commissioners’ Emergency Management designee and emergency and risk management staff.
 - b. In circumstances not requiring a county-wide closure, the CAO may authorize department heads to determine limited closures by building, service or function necessary to provide a safe work environment for employees and to deliver essential services.

2. Closure or delay of opening county operations notification plan:
 - a. The Board of Commissioners’ Emergency Management designee and staff will update the county’s internet homepage, www.co.marion.or.us, under the heading Office Status. In addition, a central information phone line will also have a message on the office status. The phone line number is 503-589-3226 or 1-866-683-1367. The Board of Commissioners’ Emergency Management designee and staff are responsible for the phone message notification procedure. Details of the website and phone notifications procedure are in the Board of Commissioners Office Continuity of Business Operations Plan.
 - b. The CAO (or his designees) shall inform department heads and elected officials of office closures or delayed opening of business operations. Department heads are responsible for contacting their managers and supervisors and arranging for ongoing operations, if necessary. Department heads and elected officials shall determine which emergency or essential services will continue and which employees will continue to work to provide those services.

- c. In the event that a determination is made to delay the opening or close county offices, the Board of Commissioners office' public information officer will alert local, regional and internet newspapers, and radio and television stations. The contact list includes media alerts provided in Spanish.
- d. In circumstances not requiring a county-wide closure, the CAO may authorize department heads to determine limited closures by building, service or function necessary to provide a safe work environment for employees and to deliver essential services.

3. Employee leave:

- a. Temporary interruption of employment, which does not exceed ten (10) days, shall not be considered a layoff if, at the termination of such conditions, employees are returned to employment.
- b. An employee, other than a temporary worker who has reported to work and is directed to leave, may be paid for the remainder of his or her scheduled shift. The department head, in consultation with human resources, will determine whether the employee is paid or not.
- c. Temporary employees shall receive compensation only for actual time worked.
- d. Non-exempt and exempt employee leave documentation:

Non-exempt employees:

1) **When the department/county is deemed open for operation:**

- a) An employee, who is non-exempt from overtime, who chooses not to report to work or chooses to leave work prior to the end of the shift due to conditions as outlined in this policy, shall use appropriate accrued leave with pay (vacation leave, personal holiday, compensation credit leave or compensation time) or may use leave without pay for absences.
- b) Upon subsequent closure, an employee who chose not to report to work or chose to leave prior to the end of his or her scheduled shift would remain on leave.
- c) At the discretion of the department head, employees may be permitted to make up time within the same work-week as long as it does not create an overtime liability per the applicable collective bargaining agreement or the Personnel Rules.

2) **When the department/county is closed:**

- a) When the department/county is closed, employees shall not report to work unless otherwise directed.
- b) A non-exempt employee shall use appropriate accrued leave with pay (vacation leave, personal holiday, compensation credit leave or compensation time) or may use leave without pay for absences.
- c) At the discretion of the department head, employees may be permitted to make up time within the same work-week as long as it does not create an overtime liability per the applicable collective bargaining agreement or the Personnel Rules.

Exempt Employees:

It is Marion County's policy that exempt employees are not required to use forms of leave for absences of less than one-half day. In addition, under the Fair Labor Standards Act (FLSA), exempt employees cannot be docked pay for absences under this policy, which occur in less

than full week increments, when they do not have the appropriate paid leave to cover the absence.

- 1) **When the department/county is deemed open for operation:**
 - a) If exempt employees choose not to report to work when their department is open for operation, they shall use appropriate accrued leave with pay (vacation leave, personal holiday or compensation credit leave) for those absences.
 - b) Upon subsequent closure, the employee who chose not to report to work shall remain on leave.
 - c) Exempt employees who choose to leave work prior to the end of a scheduled shift due to conditions outlined in this policy shall not be required to use accrued paid leave for the absence unless their absence is greater than half their scheduled hours.
- 2) **When the department/county is closed:**
 - a) When the department/county is closed, employees shall not report to work unless otherwise directed.
 - b) Exempt employees shall use appropriate paid leave (vacation leave, personal holiday or compensation credit leave) to cover half-day or full-day absences.
 - c) As noted above, if exempt employees do not have appropriate paid leave available to cover the absence and the absence is less than a full week, they cannot take leave without pay. Their absence will be noted as paid administrative leave.

3. Questions:

Leave-related questions should be directed to the employee's supervisor.

4. Annual Review:

This policy and procedure are to be reviewed annually by all departments before the first day of November. Department heads and elected officials are responsible for reviewing this policy within their departments.