



STATE OF TEXAS

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COUNTY OF FORT BEND

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**ORDER MEMORIALIZING CLOSURE OF COUNTY FACILITIES
JANUARY 16, 2024**

Whereas, while it is the policy of Fort Bend County to remain open for business during times of inclement weather, in the event that severe weather conditions or impassible road conditions that prevent County employees from safely traveling to their respective offices for duty, County facilities may be closed for non-essential business;

Whereas, the County Judge is authorized pursuant to Section 705.02 of the Employee Information Manual (attached) to determine if closure of some or all County facilities is necessary after considering the extent of the inclement weather and the potential impact on public and employee safety;

Whereas, beginning January 15, 2024 through January 16, 2024, Fort Bend County experienced severe winter weather conditions, including freezing temperatures and freezing precipitation, and hazardous road conditions and determined closure of County facilities was necessary; and

Whereas, after consideration of the potential impact on public and employee safety and consultation with public safety personnel, the County Judge made the determination that the County be closed for non-essential business during January 16, 2024.

NOW THEREFORE, IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED
BY THE COUNTY JUDGE THAT:

- Section 1: The foregoing recitals are hereby found to be true and correct.
- Section 2: County facilities were closed for non-essential business for the entirety of January 16, 2024;
- Section 3: That the pay provisions stated in Section 705.02 concerning regarding official closure of the County be utilized as described therein;
- Section 4: All County business returns to normal schedules and operations as of 12:00 a.m., January 17, 2024.
- Section 5: A copy of this Order shall be promptly publicized and filed with the County Clerk.

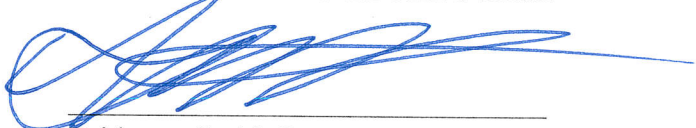
IN WITNESS WHEREOF, I affix my signature this 17th day of January 2024



KP George
Fort Bend County Judge

Attachment: 705 - INCLEMENT WEATHER POLICY

APPROVED AS TO LEGAL FORM:



Bridgette Smith-Lawson
Fort Bend County Attorney

705 - INCLEMENT WEATHER

Section 705.01 County Policy

It is the policy of Fort Bend County to remain open for business during times of inclement weather. However, in the event that severe weather conditions or impassible road conditions prevent County employees from safely traveling to their respective offices for duty, County facilities may be closed for non-essential business.

Section 705.02 Office Closure and Pay Decisions

The County Judge shall determine if closure of some or all County facilities is necessary after considering the extent of the inclement weather and the potential impact on public and employee safety. Information regarding closures will be available on the County website, or by calling the employee hotline at 281-341-4444.

Essential Employees are required to remain available for duty during a closure due to inclement weather, unless specifically relieved from duty by the Department Head or Elected Official.

Non-Essential Employees may be released from duty by a supervisor when offices are closed due to inclement weather. If deemed necessary and if capabilities exist, Essential and Non-Essential employees may be required to work remotely when offices are closed. Supervisors must ensure employees are notified of work expectations during a closure.

Full-time employees who are not required to work due to the official closure of County offices due to inclement weather may be compensated with Emergency Closure Pay unless otherwise determined by Commissioners Court. Employees should reference *Policy 413, Emergency Operations Personnel and Pay Procedures*, for additional information on Emergency Closure Pay.

Section 705.03 Absence

Employees should use common sense in determining if road conditions are too severe to prevent travel to work. Employees who individually decide not to report to work due to inclement weather on a day that the County is otherwise open for business must notify their supervisor that they will be absent, using the customary call in procedures for their department or office. Employees who fail to report to work shall be required to use accrued leave (excluding sick leave unless used in accordance with Section 709) or leave without pay if accrued leave is exhausted.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
November 24, 1998
Revised: June 23, 2015
Revised: October 6, 2020

RETURNED AT COUNTER TO:

Olga Payero

402 Jackson St. Richmond TX 77469

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

Laura Richard

Laura Richard, County Clerk

Fort Bend County Texas

January 17, 2024 03:27:36 PM



FEE: \$0.00

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