



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

To: Judge KP George
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner Ken DeMerchant

From: Kathy Novosad
Sr. Human Resources Generalist

Date: September 30, 2020

Subject: Revisions to Employee Information Manual, Section 705, Inclement Weather

Human Resources is submitting revisions to the Employee Information Manual, *Section 705, Inclement Weather* for your review and consideration. The policy is revised to remove reference to Emergency Deferred Time. Emergency Deferred Time was eliminated from the Emergency Operations Personnel and Pay Procedures policy in June 2020.

If you have any questions regarding the revised policy, attached, please contact Kent Edwards (x 8631), or Kathy Novosad (x 8624).

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