

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 the 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 and part-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 the 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
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