



## **STAFFING DURING REDUCED/LIMITED OPERATIONS**

Policy: POL-1800-HR • Effective Date: 9/1/2011 • Res. # 072136 •  
Cancels: Res. # 068495 • Reference: None

**This policy applies to all county employees and departments unless otherwise stated in a bargaining unit contract.**

### **Definitions:**

**Reduced or Limited Operations** – The regular business of county departments are temporarily stopped or altered.

**Essential Personnel** – County employees needed to maintain specific operations of each department. Essential personnel may change depending on the emergency. Essential personnel are designated and directed by their department head/elected official and the Whitman County Emergency Management Plan.

### **1. It is Whitman County's Policy to Maintain County Operations.**

Whitman County maintains operations in accordance with Whitman County Code 2.32. However, the County recognizes that emergency situations do arise where reduced or limited operations of all or part of the County may be necessary.

### **2. Operations Shall be Maintained by Essential Personnel.**

Essential personnel shall maintain each department's necessary functions in accordance with the Whitman County Emergency Management Plan. If approved by the department head/elected official, employees may perform work from home. Employees may also be directed to an alternate work site and assigned temporary duties in response to the emergency.

Essential personnel are chosen and directed at the discretion of the department head/elected official and the Whitman County Emergency Management Plan. Again, essential personnel may change depending on the emergency.

### **3. Employees will be Notified of Reduced or Limited Operations.**

Reduced or limited operations shall be determined by the Board of County Commissioners in consultation with the Emergency Management Department and other elected officials. Employees may be notified of the reduced or limited operations: by their department head/elected official; by calling the county hotline at 509-397-5622; or by viewing an announcement on the county's website [www.whitmancounty.org](http://www.whitmancounty.org).

If employees are still concerned about attending work after using the resources above, they are strongly encouraged to contact their department head/elected official to discuss issues surrounding their ability to attend work.

**4. Employees Shall Receive Regular Pay or Use Accrued Leave.**

Employees unable to work during reduced or limited operations shall receive straight pay for regularly scheduled hours under the following conditions:

- a) the employee arrived at his/her work location but was sent home prior to the end of his/her shift;
- b) the employee was unable to arrive at his/her work location due to road closures;
- c) the employee was contacted by the County and told to stay home due to suspended operations.

Regular pay shall be paid for all regularly scheduled hours up to fifteen calendar days. After fifteen days employees may begin using accrued leave. An extension of the fifteen day period may be extended with the approval of the Board of County Commissioners.

Employees choosing to stay home from work without meeting one of the conditions above shall have the option of using accrued leave or leave without pay in accordance with county policy. Employees may also arrange to make up lost hours in lieu of using accrued time in accordance with provision five of this policy.

Employees previously scheduled to use accrued leave during the hours of suspended operation shall use their accrued leave as planned.

Temporary employees shall be paid only for hours worked.

All policies and contract language pertaining to employees notifying their supervisor of absences still apply.

**5. Employees Shall Account for Lost Work Hours.**

Employees may account for lost work hours by using the following options:

- a) Accrued annual leave;
- b) Accrued compensatory time;
- c) Floating holiday;
- d) Leave without pay;
- e) Requesting make up time for hours lost as a result of suspended operations.

If an employee chooses to make up missing hours, he/she must select this option within fifteen calendar days after operations resume. Reasonable work must exist and the Department Head/Elected Official must approve the request to work. The time must be made up within ninety

calendar days after operations resume. The Department Head/Elected Official shall schedule hours at a time most convenient to the work of the department and, whenever possible, at the most convenient time for the employee.

All hours worked are compensated in compliance with FLSA rules. If the employee is subject to the FLSA, he or she receives time-and-one-half compensation or compensatory time for hours worked over forty hours in one week.