

January 28, 2014

INCLEMENT WEATHER POLICY
ADMINISTRATIVE OFFICES

The Chairman of the Board of Commissioners or his designee will determine whether inclement weather necessitates the closing of County facilities. If the decision is made to close the facilities, all employees are encouraged to call the Rockdale County Emergency Notice Line after 6 a.m. Additional closing announcements will be made on local radio and television stations, and posted on the County website, Rockdale 23 and the County's official social media outlets.

If County offices must be closed due to inclement weather, administrative leave pay shall be granted to employees scheduled to work during those hours of closing. Employees who report for duty in positions essential to the safety and comfort of citizens will receive pay for all hours worked in addition to straight time for work performed during those hours when the County offices were closed. If an employee is excused from duty through circumstances beyond his/her control, such as a power failure of equipment breakdown, he/she shall not be paid for time not worked. None of the above shall prohibit a regular employee from using accumulated paid time off or earned/documented compensatory time.

In the event that employees are at work and released from work early due to inclement weather, administrative hours will be granted for those hours not worked in the regular work shift for that day.


Employees in positions essential to safety and comfort of the citizens (such as many employees in the Sheriff's Department, Communications, Fire, Public Services and Water Departments should follow these guidelines:

- a. Employees who report to duty will receive pay for all hours worked in addition to straight time for the hours of administrative leave granted.
- b. If only a specified number of hours of administrative leave is granted (i.e. 1-½, 2 or 3 hours) in lieu of a full day, all employees who work will receive pay for the hours they worked in addition to straight time for the hours of administrative leave granted.


Employees who are not scheduled to work are not entitled to, nor will they receive administrative leave pay for time the County facilities are closed.

Approved this 28th Day of January 2014.

Rockdale County, Georgia
Board of Commissioners


Richard A. Oden, Chairman and CEO

ATTEST:


Jennifer O. Rutledge, County Clerk