

Section 10. Adverse Weather Conditions

In the event of severe weather conditions the County Manager, or in his absence, the Chairman of the Board of County Commissioners, has authority to alter the regular business day in accordance with the following guidelines.

It shall be the policy of the Jackson County Justice Center and all Jackson County Offices, to always remain open during normal workweek hours. If adverse weather conditions prevent Jackson County employees from reporting to work or Jackson County Government offices are declared closed, employees must use compensatory time, annual leave, bonus leave or leave without pay for scheduled work hours missed unless otherwise designated as administrative leave by the Jackson County Board of County Commissioners. Department Heads should make reasonable efforts to allow employees to adjust schedules, as needed, to make up any missed hours during the workweek due to inclement weather at the request of the employee. Adherence to this policy shall be the responsibility of the County Manager.

All law enforcement and emergency services personnel are excluded from the above adverse weather policy. Work hours will continue to be set at the discretion of the Department Head.

Public Works and other department personnel necessary for snow/ice removal operations or critical County functions as deemed necessary by the County Manager will work such hours as needed during times of inclement weather.