



ARENAC COUNTY BOARD OF COMMISSIONERS

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District #1 Robert Luce

District #2 Lisa Salgat

District #3 Bobbe Burke Vice-Chairperson

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ARENAC COUNTY BUILDING CLOSURE POLICY

Subject: CLOSING OF ARENAC COUNTY BUILDING

Adopted: September 12, 2017

1. Purpose. To establish guidelines concerning the closure of the Arenac County Building due to inclement weather conditions, emergencies, disasters or situations that may render facilities inoperative.
2. Authority. Arenac County Board of Commissioners
3. Application. This policy applies to all Arenac County employees in the Arenac County Building.
4. Definitions.
 - a. Inclement Weather. Stormy or severe weather in any season that makes travel on public roadways difficult, hazardous or impossible.
 - b. Emergency. Any situation in which action is needed to protect employees and citizens from injury, to save life, protect facilities, or to lessen or avert the threat of disaster.
 - c. Disaster. An occurrence or imminent threat of widespread or severe damage, injury or loss of life and/or property resulting from a natural or man-made cause.
 - d. Facility Problem. Any situation that causes the Arenac County Building to be totally or partially inoperative or causes working conditions to be untenable such as damage to a building or utility failure.
5. Policy.

Arenac County Building will not close due to inclement weather during periods when those facilities are regularly scheduled to be open for business to the general public. An employee

unable to report for work or choosing not to report to work due to inclement weather shall have his/her

- a. Absence treated in accordance with his/her applicable policy or labor agreement.
- b. In the event of Inclement Weather, an Emergency, or a Disaster affecting, or threatening to affect the Arenac County Building and its employees, the Chairman of the Board of Commissioners shall determine if County services to the public should be suspended, and the facility temporarily closed. Department Heads and employees are expected to take whatever actions necessary to immediately protect the health and safety of employees and the public in accordance with established Emergency Response Guidelines.
- c. In the event of a Facility Problem that renders a building inoperative or untenable due to external or internal damage or if utilities are lost due to circumstances beyond the County control, the Chairman of the Board of Commissioners shall determine if service to the public should be suspended and the facility temporarily closed.
- d. The Chairman of the Board of Commissioners shall seek the advice of the Maintenance Department Supervisor, the Chief Judge, and when appropriate, the Emergency Management Coordinator in determining if a facility or facilities should be closed. The remaining members of the Board of Commissioners shall be notified, as soon as practicable, of the Chairman's decision to close the facility. The decision by the Chairman of the Board of Commissioners to close the Arenac County Building during Inclement Weather, an Emergency, a Disaster or a Facility Problem, for the purpose, of protecting the health and safety of employees, clientele, and the public applies to every office, department, and employee in the affected County facility.
- e. When the Chairman of the Board of Commissioners approves the suspension of services to the public and the closing of the Arenac County Building for any reason, employees from that facility will not be charged annual leave, but will be paid for regular hours normally worked for the period that services are suspended. This does not affect any employee that has previously scheduled annual leave time for the period of the closing.
- f. Under any circumstance, as described within this policy, all County employees are expected to report to work unless notified of a decision by the Chairman of the Board of Commissioners to temporarily suspend services to the public.
- g. If the Chairman of the Board of Commissioners is unavailable or unable to exercise the powers and duties described within this policy/resolution, then the Board of Commissioner's line of succession will be implemented as follows:
 - i. Chairman of the Board of Commissioners
 - ii. Vice Chairman of the Board of Commissioners
 - iii. Arenac County Sheriff
 - iv. Arenac County Clerk
 - v. Arenac County Treasurer