

Category: 100

Number: 132

Subject: **SNOW DAY POLICY**

1. **PURPOSE:** The purpose of this policy is to formulate a formal written County policy with respect to snow days. The policy should also define and clarify the proper procedure to be followed in the event of inclement weather and communicate this to County employees and officials.
2. **AUTHORITY:** Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy/procedure applies to all employees of Saginaw County Government.
4. **RESPONSIBILITY:** The County Controller/CAO with the permission of the Chairman of the Saginaw County Board of Commissioners will have the responsibility for overseeing and implementing this policy.
5. **DEFINITION(S):** NONE
6. **POLICY:**
 - 6.1 Saginaw County governmental programs, activities and operations will never fail to open due to inclement weather but rather, will be open each and every business day. In instances where County staff are unable to travel from home to their work location because of weather, the affected staff must utilize their vacation time, personal time or accept unpaid leave.
 - 6.2 In certain extreme instances, the County Controller with the permission of the Chairman of the Saginaw County Board of Commissioners may close the Courthouse and other related County administrative offices and programs, excluding twenty-four hour operations, during any business day because of weather. Employees shall be compensated for the full day or the closed portion of the day in those rare instances.
7. **ADMINISTRATIVE PROCEDURES:** NONE
8. **CONTROLLER/CAO LEGAL COUNSEL REVIEW:** The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

APPROVED: November 23, 1999