



BOARD OF COMMISSIONERS
Work Session Agenda

Tuesday, February 2, 2021

9:45 AM

or immediately following the regular board meeting

*Meeting to be held in the County Board Room via teleconference,
hosted at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

PUBLIC WILL NOT BE ALLOWED TO ATTEND IN PERSON.

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

1 Draft of Emergency Closings Policy
Policy Committee

9:45

Section 7.27 Emergency Closings (Rev. 12/17/19)

- (a) The County Board Chair, Sheriff, Public Works Director, and/or County Coordinator shall have the authority to close all or a part of the County's operations during the normal work period for reasons including but not limited to; weather, safety, bomb threats, memorial services or other situations as designated by the County Board. The County Board may delegate the authority to close county facilities to such other officials as it may deem appropriate. Two delegates must agree to any closing of county facilities. The notification of emergency closing will be communicated to each department in the County. Notification will be made through Code Red, on our website, social media sites and to the local radio station, whenever possible prior to working hours.
- (b) Closing of facilities to the general public. To ensure public safety in the event of inclement weather or designated emergency, the County may close its facilities to the public. In the event County facilities are closed to the public due to emergency but are not designated as completely closed employees covered under this policy may choose to absent themselves or remove themselves from duty. Any employee exercising the option to remove themselves from duty shall use vacation or compensatory time off for the time absent from work. If such employee has no accrued vacation or compensatory time, the time absent from work shall be leave without pay. An adjustment shall be made to vacation and sick accruals based on number of hours worked in that timeframe.
- (c) Closing of facilities to the general public and employees. If an official action to completely close the government center is taken by or on behalf of the County Board, employees who are normally scheduled to work shall not suffer any loss in pay or benefits for the duration of the closing as provided: however, in no event shall this guarantee against losses in pay or benefits in excess of 16 hours within any calendar year. This policy does not apply to those employees or departments normally expected to be on duty during such emergency events.
- (d) Absences due to inclement weather. When the facilities remain open to the general public, employees shall use accrued vacation or compensatory time. If such employee has no accrued vacation or compensatory time, the time absent from work shall be leave without pay. An adjustment shall be made to vacation and sick accruals based on number of hours worked in that timeframe.
 - (i) For purposes of pay, an employee will be paid to shelter during work hours and not paid during non-work hours.
 - (ii) Please refer to the Emergency Action Plan for further safety procedures.