

### **3.9: Closure of County Buildings/Suspension of Operations**

This policy applies to all employees.

#### **POLICIES AND PROCEDURES**

The Board of County Commissioners may close County facilities or suspend County operations due to emergency conditions.

The County Manager may suspend work for employees under his/her direction in the event that severe weather conditions (or other emergencies) prevent employees from performing their scheduled duties. Decisions to suspend work for employees scheduled to work on holidays or weekends shall be made by department directors. If department directors are unavailable, the County Manager or designee shall make the final decision.

When it becomes necessary to close County facilities or otherwise suspend work, those employees scheduled for work at that time shall be paid as if they were at work (excluding scheduled overtime). An employee in any type of leave status will remain in the leave status and will not receive credit as if they were at work.

#### **Employees Designated During Closure**

If it becomes necessary to provide services while facilities are closed, the department director or County Manager may designate employees who are needed to perform work. If so designated, a non-exempt employee who is required by their department director to remain at work under the above-stated circumstances shall be paid overtime.

#### **Declared Emergencies**

In the case of an emergency declared pursuant to C.R.S. § 24-33.5-709(1) (local disaster emergencies), all exempt employees who are deemed essential by their department director and who are asked to perform duties related to the declared emergency will be compensated for hours worked in excess of sixty (60) hours per week at the rate of one and one-half (1½) times the employee's regular hourly rate. This overtime rate shall not apply to the first sixty (60) hours worked by these exempt employees during any such week during the declared emergency.