

## Jefferson County Inclement Weather Policy



### 1. Purpose

This policy explains how Jefferson County Government monitors weather conditions, decides whether to delay or close offices, and notifies employees and the public. The goal is to support employee safety while maintaining essential services.

### 2. Weather Condition Monitoring

Weather conditions are jointly monitored by the directors of the following departments:

- Homeland Security & Emergency Management (HSEM)
- Fleet & Facilities Management (FFM)
- County Administration

HSEM and FFM review weather forecasts, discuss timing and severity of storms, evaluate road and temperature conditions, and monitor overnight Computer-Aided Dispatch (CAD) activity. If needed, the Jefferson County Sheriff's Office may be contacted for local road condition updates from deputies in the field.

### 3. Decision Making Process

#### A. Recommendation Stage

1. HSEM, FFM, and the County Administrator discuss expected weather impacts.
2. The County Administrator briefs the County Commission President and the Chief Circuit Court Judge.

#### B. Final Decision for County Government Offices

- The County Commission President makes the final decision to delay opening or close County Government offices (excluding the Courts).
- The Chief Circuit Court Judge makes the final decision for the Courts.

## 4. Timing of Decision

The County aims to make closure or delay decisions by 10:00 PM the night prior to the anticipated inclement weather; however, morning-of decisions *may* occur if conditions change unexpectedly.

## 5. Notification of Employees and the Public

Once the County Commission President makes the decision, County Administration shares notices regarding delays and closures through:

- Email alerts
- County Office Hotline (304-728-1983)
- County social media accounts
- County website
- All staff email

## 6. Everbridge Alerts

[Everbridge](#) is the County's primary alerting system. Everbridge notifications are disseminated by the County Public Affairs Coordinator. Employees are encouraged to register so they receive timely closure/delay notifications. Instructions for registering for Everbridge can be [found here](#).

## 7. Employee Expectations

### A. Staying Informed

Employees are responsible for monitoring:

- Everbridge alerts
- County Office Hotline (304-728-1983)
- County social media pages

### B. Liberal Leave and Telework Options

When County offices remain open during inclement weather, employees may request liberal leave when:

- They feel unsafe traveling due to road conditions;

- They live a significant distance from their assigned work location; or
- Their dependents experience school delays or closures.

Employees who request liberal leave understand that *doing so will require the use of their accrued annual leave (vacation leave)* to cover the hours they are absent due to inclement weather.

Employees authorized and equipped for telework may request permission to work remotely when weather affects their ability to report to the office. Please refer to the Telework Policy and Telework Agreement for additional details.

Supervisors should approve liberal leave or telework when reasonable and operationally feasible.

## **8. Telework Expectations During Office Closures**

Employees authorized and equipped for telework shall work remotely during County office closures due to inclement weather. If an employee elects to use liberal leave rather than working remotely, any hours not worked shall be deducted from the employee's accrued annual leave balance. Please refer to the Telework Policy and Telework Agreement for additional details.