

**COUNTY BOARD OF HEALTH
POLICY # HR-03412
INCLEMENT WEATHER AND EMERGENCY POLICY**

Approval:		5/14/20
	District Health Director	Date



Public Health
Prevent. Promote. Protect.

1.0 PURPOSE

This policy contains guidelines for the reporting of the County Board of Health's (CBOH) employees in case of inclement weather or emergency.

2.0 AUTHORITY – The County Board of Health (CBOH) Inclement Weather and Emergency Policy is published under the authority of CBOH and in compliance with the following:

- 2.1 O.C.G.A. 45-20-16(a)
- 2.2 Georgia Department of Administrative Services (DOAS) Inclement Weather Policy <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/inclement-weather-state-policy>
- 2.3 State Board Rule 478-1-.16 Absence From Work
- 2.4 Office of Planning and Budget and the Human Resources Administration Policy No. 7 Memorandum, Revision No. 5 at <http://opb.georgia.gov/payment-overtime-and-granting-compensatory-time>

3.0 SCOPE

This policy applies to employees of the County Board of Health.

4.0 POLICY

- 4.1 The policy of the County Board of Health is that whenever it is determined that the health or safety of citizens, clients, or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities assigned to a CBOH, closure of an office or a subsection thereof may be deemed necessary. The governor shall make decisions regarding the conditions affecting the closure of all agencies statewide or within a geographic

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region. The heads of the Department of Administrative Services, Georgia Emergency Management Agency, Department of Transportation and Department of Public Safety will confer, in situations regarding inclement weather, and make recommendations to the governor regarding agency closures statewide or within a geographic region.

4.2 Decisions regarding conditions affecting a CBOH shall be made at the discretion of DHD.

4.3 ACCOUNTABILITY

4.3.1 In situations where all government agencies are affected, the Governor’s Office will release directions to all state employees through the same media as identified in this policy.

4.3.2 If the Governor’s Office defers to the agency, the determinations for continued services or reporting to work are determined by each department or agency based on safety concerns and financial implications.

4.3.3 The DPH Commissioner has delegated the determination for continued services or reporting to work to the DHD based on safety concerns and financial implications.

5.0 DEFINITIONS

5.1 CBOH – County Board of Health

5.2 DHD – District Health Director

5.3 DOAS/HRA – Department of Administrative Services/Human Resources Administration

5.4 DPH – Department of Public Health

5.5 HR – Human Resources

6.0 RESPONSIBILITIES

6.1 The DEPARTMENT OF ADMINISTRATIVE SERVICES (DOAS), GEORGIA EMERGENCY MANAGEMENT AGENCY (GEMA), DEPARTMENT OF TRANSPORTATION (DOT), and DEPARTMENT OF PUBLIC SAFETY (DPS) are responsible for making recommendations to the governor regarding closures

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statewide or within a geographic region in situations regarding inclement weather. Notification of statewide shutdown will be released through an official announcement using the following outlets. These are the only authorized media outlets and employees should be aware that other sources or stations may not be accurate.

- 6.1.1** DOAS.ga.gov and TeamGeorgia.gov websites
- 6.1.2** Media channels: ABC WSB-TV Channel 2, WSB Radio 750 AM, WSB Radio 95.5 FM, and local stations a part of the Georgia Public Radio Network outside Metro Atlanta.
- 6.1.3** DOAS Facebook and Twitter Accounts
- 6.1.4** DOAS and 1-800-Georgia help desks
- 6.2** If the Governor defers to the agency, the DPH COMMISSIONER is responsible for decisions regarding conditions affecting the department or a subsection thereof including inclement weather or other emergency conditions preventing DPH employees from reporting to work on time.
- 6.3** The DPH Commissioner has delegated to the DHD the responsibility for decisions regarding conditions affecting the CBOH including inclement weather or other emergency conditions preventing CBOH employees from reporting to work.
- 6.4** Managers and Supervisors are responsible for maintaining Call-down lists. Employees should provide alternate contact information such as home phone number or mobile phone number.
- 6.5** The District Public Information Officer or designee, in addition to any announcements or notifications made by the State of Georgia, should notify media of decisions when inclement weather or other emergency conditions affect the CBOH.
- 6.6** Managers and Supervisors are responsible for notifying staff of decisions related to inclement weather or other emergency conditions affecting the agency, and observing any requirements or responsibilities determined by CBOH. However, all employees will be notified via the Everbridge system (text, phone, and email).
- 6.7** CBOH employees are responsible for contacting their supervisor if they do not receive notification of a reporting decision during inclement weather.

7.0 PROCEDURES

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- 7.1** Upon conditions that warrant a decision related to inclement weather or other emergency conditions affecting the CBOH, the DHD or designee will make a decision that may consist of a combination of any of the following:
- 7.1.1** Delayed Opening: Report to work within a designated timeframe usually from one to four hours of the normal work schedule start time. The exact time will be dictated by conditions.
 - 7.1.2** Open with Conditional Reporting: CBOH is open and all personnel should report to work except those that have individual weather related situations that prevent travel. Accrued leave will be used by the employee.
 - 7.1.3** Closed: The time determined for the CBOH to be closed is considered with pay and not charged to any accrued leave unless the employee is already on leave.
 - 7.1.4** Declare any of the above for specific facilities within the CBOH based on the type of emergency. When a facility is identified as closed, entry is only allowed by essential personnel (e.g. Security, Executive Leadership, Emergency Preparedness or Essential Staff).
- 7.2** Emergency Activation – Employees who are designated as essential and required to respond during a period of emergency shall be compensated as provided by the Office of Planning and Budget and the Human Resources Administration Policy No. 7 Memorandum, Revision No. 5, at the applicable rate contained therein.
- 7.3** DHD or designee is responsible for activating the Call-Down List.
- 7.4** Essential employees, whose duties become even more important during inclement weather or other emergency situations, may be required to report to work despite office closures.
- 7.5 TREATMENT OF ABSENCES**
- 7.5.1** When an employee is prevented from reporting to work or remaining at work because of the closure of the CBOH, such absence is not charged to any accrued leave.
 - 7.5.2** When a closure by the DHD or designee has not been announced and an employee must be absent due to individual circumstances, the absence shall be charged to available leave or leave without pay. The DHD or designee, at personal discretion, may permit employees to make up the time lost from work in accordance with Rule 16 of the Rules of the State Personnel Board.

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7.5.3 Employees who are not directly affected by the conditions warranting closure, or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for any absence that may be authorized for the employees directly affected.

7.5.4 Employees will be compensated in accordance with CBOH and applicable State policies.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	April 15, 2014	Initial Issue
	November 11, 2015	Annual Review
	July 19, 2018	Annual Review
1	April 28, 2020	Revision 4.2, 5.5, 5.5, 6.6, and Related Forms

9.0 RELATED FORMS

None