



Office Closings

Section: Operations and Governance	Attachment(s):
Policy #:	
Effective Date:	
Adoption Date: 11/23/1993	
Revision Dates: 02/02/2012, 2/26/19	
Issuing Department: Office of the County Commissioners	
Responsible Officer: County Administrator	
Required Review Period:	

Section 1: Policy Statement

Centre County Government recognizes that inclement weather and other emergencies can affect: (1) the County's ability to open offices to the public; and/or, (2) the residents, clients and employee's ability to get to and from office locations.

Section 2: Overview

Decisions to alter the County's normal operations due to inclement weather and other emergencies will be made with input from the County Office of Emergency Management. To the greatest extent possible, Centre County Government offices will remain open to the public and operate normally.

Centre County Government, at no time, will encourage employees to take unsafe chances to attend work. Employees and elected officials should evaluate their personal circumstances carefully, exercise appropriate judgment and take responsibility for their safety when making decisions during inclement weather.

Should the Governor of Pennsylvania declare a state of emergency, Centre County employees, based upon their job duties and their classification by their department head, are required to perform their work duties as assigned to the greatest extent possible.

Section 3: Provisions

This policy provides for the closing of County offices to the public by the Centre County Board of Commissioners when emergency circumstances, hazardous road conditions, or other severe weather occurs. The decision to cancel court functions, for the same occurrence, is the responsibility of the President Judge of Centre County.

Section 4: Procedures

The Board of Commissioners, through the County Administrator or designee, will provide notification to employees and local media of a delayed start, workday office closing, or early release.

If the Board of Commissioners authorizes the closing of County offices to the public --

- When closings occur prior to or during the workday, employees released from their job duties by their department head are permitted to leave and will not be charged absence time.
- The Board of Commissioners, through the County Administrator, will designate the beginning and end of the emergency period.
- Employees of those offices providing twenty-four (24) hour services who work during an office closing or a declared emergency will be paid at their regular rate for the first eight (8) hours worked and time and one-half for all hours worked over eight (8) hours during the closing / emergency period.

Section 5: Definitions

Absence Time: Vacation, sick or personal time accrued by an employee.

Early Release: Release from regularly scheduled workday office hours, weekdays 8:30 a.m. to 5 p.m.

Section 6: Related Policies

Paid Absence Time Policy

Repealer and Severability:

All prior policies and/or directives or parts of policies and/or directives that are contrary to the provisions of this policy are hereby repealed to give this policy full force and effect.

If any section, clause, sentence, provision, or any part of this policy is held to be invalid or unconstitutional, the remaining sections, clauses, sentences, or parts not included therein, will remain in full force.

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