



POLICY TITLE: Inclement Weather

POLICY NO.: PR-16

I. CLOSING OF COUNTY OFFICES

In the event of extreme weather conditions, a determination may be made to close non-essential County offices. If non-essential County Offices are closed, all regularly scheduled non-essential personnel will be granted paid leave (excluding any employee already scheduled off using annual, sick, or personal leave). All Essential Personnel, as defined in this Policy, will be granted equal benefits as determined by the Board of County Commissioners.

II. ESSENTIAL PERSONNEL

Essential Personnel, as defined in this Policy, include the heads of all divisions and departments within the County. Essential Personnel also include personnel as designated within each of the following: Hagerstown Regional Airport; Parks & Facilities Department; Division of Emergency Services; Highway Department; Sheriff's Office; Solid Waste Department; Transit Department; and Department of Water Quality.

III. LIBERAL LEAVE

If marginal weather conditions exist, a determination may be made to allow the use of liberal leave for non-essential personnel. Under these circumstances, the County will grant liberal leave until noon to non-essential employees whose specific school districts are delayed or closed on said day. Also, the County will grant liberal leave to any non-essential employee who determines that he or she needs to be absent from work due to marginal weather conditions. Liberal leave taken will be charged against accrued annual or personal leave balances.

IV. NOTIFICATION PROCESS

Notifications of delayed opening or closing of County offices or government operations will appear on the following media outlets:

- A. County's Weather Line: 240-313-2387 usually by 6:30 am;
- B. Social Media: www.facebook.com/WashingtonCountyMD/, www.facebook.com/WashCoBizDev/, and twitter.com/WashingtonCoMD;
- C. Television: WDMV-TV;
- D. Online: <http://www.localdvm.com/>, <https://www.heraldmailmedia.com/>;
- E. Radio: FM – 90.5 WCRH, 92.1 HITS FM, 101.5 Bob Rocks, 104.7 WAYZ, 106.9 The Eagle; AM – 1240 WJEJ, 1490 WARK.

