

or board shall issue a final written decision without further hearing, and that decision is final, with copies transmitted to the employee, the employee's department head and the Human Resources Director.

## **Inclement Weather / Emergency Closings**

As a general rule, the County will remain fully operational during emergencies and inclement weather. If regular hours of operation are unaltered, no announcement will be made. It is the responsibility of an employee to be at work at the designated starting time. An unauthorized absence will be charged to the employee as leave without pay and may also result in disciplinary action.

The County Administrator may alter County operations if s/he finds that (1) extremely hazardous conditions exist and (2) closing operations, in whole or in part, are in the best interest of the County. The County will use its best efforts under the circumstances to post notice on the County website on any such closing date regarding how the hours of County operations are to be altered.

In the event that the County Administrator closes any County operations pursuant to this policy, employees will be paid only to the extent that: ( 1) pay is required for County compliance with the Federal Fair Labor Standards Act; or (2) the employee has accrued annual paid leave sufficient to cover the absence and opts to take it. As to the second option, employees without sufficient accrued paid annual leave to cover the absence will be granted unpaid leave.

## **Payment of Wages**

Employees will be paid bi-weekly, through direct deposit unless the County makes other arrangements with a particular employee. When a payday falls on a scheduled, bank-observed holiday, employees shall be paid on the workday preceding the holiday.

The County shall make deductions from employee paychecks as required by law. Upon the written authorization of the employee, the County may make deductions for insurance, other benefits, etc.

To ensure maximum efficiency and coordination of services, it is the policy of the County