



LARAMIE COUNTY GOVERNMENT

TITLE Emergency Closure Pay	APPROVAL DATE 7/17/1990
SECTION Workplace Expectations	REVISION DATE 12/20/2016

The Board of County Commissioners may declare County offices closed due to dangerous conditions including weather. Local media will be advised of closings. Employees may refer to the Laramie County Snow Plan, if applicable, and may expect direction from the Elected Official, Department Director or Manager.

Employees may be paid for an Emergency Closure declared by the County Commissioners at their regular rate of pay. Employees who are not willing, ready or able to work will not be eligible for Emergency Closure pay. If an Emergency Closure occurs during an authorized leave, Emergency Closure Pay may not be substituted for, or in addition to, other leave taken. Employees in classified positions that are non-benefited, such as temporary or as-needed, will not be eligible for Emergency Closure Pay.

When the County is officially open for business, employees who are unable to report for work, even due to weather conditions, must request other leave according to policy, as Emergency Closure Leave is not applicable.

Exceptions

Designated emergency vital personnel (Sheriff's Department, Emergency Management Agency, Combined Communications Center) are not eligible for Emergency Closure Leave. Public Works employees are not eligible in weather-related emergencies.