

IOWA COUNTY GOVERNMENT

Policy and Procedure

Title: Suspension of Operations

Policy Number: 510.01

Date of Issue: June 15, 2010

Date of Update: N/A

Policy Custodian: County Administrator

I

Purpose: To provide policy and a defined procedure to the process of closing county services and buildings before, during or after severe weather or other emergency type events.

II

Definitions:

1. Suspension of Operations: To completely shut down operations in one or more departments and vacate the office(s) of all personnel.
2. Severe Weather: Any weather determined to be severe by the National Weather Service. To include but not limited to thunderstorms, wind, tornado, winter storms of all types, excessive heat or cold etc...
3. Other Emergency: Any incident or situation which presents a serious hazard to human life. To include but limited to Bomb Threat, Chemical Spill, Gas Leak etc...

III

Applicability:

The following Line of Succession applies to this policy for those individuals who would have the authority to “Suspend Operations” in Iowa County.

Primary Authority is with the County Administrator, in his or her absence, the County Board Chair Person, in his or her absence, the 1st Vice Chair Person and in his or her absence the 2nd Vice Chair Person.

IOWA COUNTY GOVERNMENT

Policy and Procedure

This policy applies to the suspension of operations for county departments during a severe weather event or other emergency situation.

IV

Policy:

1. It is the policy of Iowa County to keep all services, offices and departments open and available to the public to the fullest extent possible.
2. All County buildings or offices, both owned and leased shall be open at normal operating times as to allow employees to reach their work site. All County employees should report to work as usual, unless notified otherwise.
3. Suspension of all County operations would likely only occur as a result of an event so catastrophic in nature that it would affect all facilities from which Iowa County Departments operate. An event of this magnitude, although possible is not probable. Therefore, it is more likely that a department or department's office or facility would be damaged and determined to be uninhabitable. These circumstances would require personnel with the affected department(s) to implement the respective Continuity of Operations Plan in an effort to establish operations for essential services of that department at a continuity facility.
4. Because it is not feasible to consider all scenarios, if at anytime there is an ordered suspension of operations which creates a loss of time for employees, compensation for the lost time will be determined on a case by case basis by the Iowa County Board of Supervisors.
5. The decision to close departments will be with the individual acting with the authority to suspend operations as described in section III in collaboration with the respective department head(s).
6. When offices/departments are closed, employees will not be allowed to continue to work beyond the designated closing time, and will not be allowed to remain at work without department head approval after the office is closed.
7. If offices/departments are closed on an employee's last scheduled work day prior to a holiday or first scheduled work day after a holiday, the closing will not affect the employee's eligibility for holiday pay.

IOWA COUNTY GOVERNMENT

Policy and Procedure

8. In cases of severe weather, county employees should make a good faith determination about their safety when attempting to travel to or from work. Department Heads at their discretion, may allow employees to flex their hours during the current pay period in order to avoid loss of hours, or use vacation, floating holiday time or take it as unpaid time off provided that the hours worked do not result in overtime compensation.
9. Department heads may approve employees to leave work early for severe weather subject to the pay procedure above.
10. Employees who are on a previously scheduled absence from work due to vacation, illness or injury, or leave of absence shall not be affected by the provisions of this policy, or to any exception made to this policy as a result of an emergency situation.

V

Procedure:

1. Decision making process.
 - A. The Iowa County Emergency Management Coordinator or his or her designee is charged with the duty of keeping the County Administrator or other individual as determined by the “line of succession” described in section III, informed on any situation that may cause the Suspension of Operations in one or more Iowa County Departments.
 - B. Should a decision be made to close a County Department or Departments, the County Administrator or other individual as determined by the “line of succession” described in section III, will communicate that decision directly to the County Department of Emergency Management.
 - C. The Department of Emergency Management arranges communication methods for employee notification.
2. Employee Notification:
 - A. Notification will minimally be via:
 - a. County Website front page.
 - b. Radio D99.3 (WDMP), 106.7 FM and WGLR
 - c. Television Channels 3, 15, 27, 47,

IOWA COUNTY GOVERNMENT

Policy and Procedure

Note: Individual department heads will be responsible for changing their phone voice mail messages to indicate closure of their department. This can be done remotely from any land line, mobile, VoIP or satellite phone. This will apply to any situation for which a department may completely close operations.

- B. When the “Suspension of Operations” Policy and Procedure is invoked during open hours, the county will notify department heads of the decision. The task of making the notification will be carried out by the Iowa County Administrator and in his/her absence the Iowa County Personnel Director. Respective department heads will then notify employees within their department.
- C. Affected departments shall be closed within 30 minutes of notification. If closure is to occur at a predetermined time, then all departments shall be closed at that time.
- D. If the decision to suspend operations occurs outside of normal open hours all efforts will be made to make notification to employees by 7:00 a.m. on the day of suspended operations in the method described in 2A above.
- E. Emergency Management notifies Information Services Department to have information placed on the County’s Website front page.
- F. Emergency Management notifies listed media by their preferred methods.
- G. Emergency Management notifies by text message those who have expressed that preference and have provided the necessary information and permission.
- H. As new technologies and services are obtained by the county that can be utilized for the purpose of employee notification, they may be implemented.

End of Document