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**DAVID R. CRAIG**  
HARFORD COUNTY EXECUTIVE



**LORRAINE COSTELLO**  
DIRECTOR OF ADMINISTRATION

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**DEPARTMENT OF ADMINISTRATION**

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November 21, 2008

**MEMORANDUM**

**TO:** All Departments and Agencies

**FROM:** Lorraine Costello *LC/cmr*  
Director of Administration

**SUBJECT:** Revised Policy

Attached please find the recently revised Harford County Policy, entitled "Hazardous Weather Conditions and County Emergencies.

Please make copies of this policy, distribute them to the appropriate employees in your department, and then insert a copy in your Policy Manual.

Thank you for your cooperation.

LC:cmr

Attachment

*~ Preserving Harford's past; promoting Harford's future ~*

DAVID R. CRAIG  
HARFORD COUNTY EXECUTIVE



Policy # 1300-36  
Effective Date: 11/20/08

LORRAINE COSTELLO  
DIRECTOR OF ADMINISTRATION

## HARFORD COUNTY GOVERNMENT

### HARFORD COUNTY POLICY Department of Human Resources

**POLICY:** Hazardous Weather Conditions and County Emergencies


**DESCRIPTION:** The purpose of this policy is to outline the responsibilities of both non-critical, temporary critical, and critical employees, when weather or other conditions arise that require the operating times of Harford County Government to be delayed or closed. Such determination will be made by the Harford County Executive or his designee. Employees will be informed through the media, television and radio, or by calling directly to the designated County inclement weather phone numbers, (410) 638-3484, and (410) 893-3594.

It is the employee's responsibility to check on the operating schedule of the government and to make an informed decision as to conditions in their immediate location.

Additionally, it is the policy of Harford County to recognize and compensate its critical employees for working to ensure the public safety and welfare when non-critical agencies are closed.

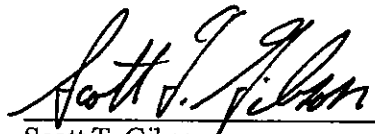
**SCOPE:** This policy applies to all employees of Harford County Government.

**CONCURRENCE:**

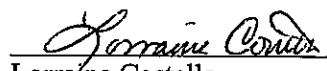
  
Robert S. McCord  
County Attorney

11/5/08  
Date

**AUTHORITY:**

  
Scott T. Gibson  
Director of Human Resources

11/10/2008  
Date

  
Lorraine Costello  
Director of Administration

11/18/08  
Date

  
David R. Craig  
Harford County Executive

November 20, 2008  
Date

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**PROCEDURE:** The County Executive will designate three levels of emergencies:

- Liberal Leave
- Administrative Closure (Partial or Full Day)
- Emergency Hold Over/Call-in

## **DEFINITIONS**

### **Critical Employee -**

Any employee who, as part of the employee's job description, is required to respond to County emergencies outside of the employee's normal workday.

### **Temporary Critical Employee -**

An employee who is considered a non-critical employee and is not generally required to respond to County emergencies outside of the employee's normal workday, but who is designated for a period of time by his/her Department Head, or the Director of Human Resources, as critical, and therefore required to respond due to the nature of the emergency.

### **Non-critical Employee -**

An employee who is not required to respond to County emergencies outside of the employee's normal workday.

## **Time Keeping for County Emergencies:**

### **Liberal Leave -**

Non-critical employees may use personal leave, annual leave, or compensatory leave to cover late arrival or absence without prior approval. Critical employees and temporary critical employees must report to work as scheduled.

### **Administrative Closure -**

During the time that administrative closure is in effect, whether partial or full day, non-critical employees are not obligated to report to work. However, any non-critical employee who had previously arranged to utilize leave during that time will still be charged leave for the employee's absence. On days when the County may have a delayed opening, non-critical employees must adhere to the announcement. If the announcement says that the County will open at 10:00 a.m., all non-critical employees are to report at 10:00 a.m., no matter what time their normal workday begins.

Critical employees and temporary critical employees must work their regularly scheduled shift and/or overtime as required, including call in during off duty time. Critical employees and temporary critical employees will be paid their normal rate for working their regularly scheduled shift. Critical employees and temporary critical employees working will also receive compensatory time off for hours worked during their regularly scheduled shift to compensate for the administrative closure. Except for employees occupying classifications within grades MG1 and above, critical employees and temporary critical employees will receive one-and-a-half (1 ½) times their normal rate of pay for work beyond their regularly scheduled shift. Employees occupying classifications within grades MG1 and above will be paid overtime at their normal rate of pay.

Critical employees failing to report will be required to use their own leave to cover an absence during their regularly scheduled shift, subject to approval by their supervisor (including personal leave), and **MAY BE SUBJECT TO DISCIPLINARY ACTION** for failing to report. Sick leave requests during this emergency may require doctors' certificates.

**Emergency Hold Over/Call-in -**

When circumstances necessitate a critical employee, or a temporary critical employee, to be held over or called-in prior to or after the employee's normal shift in order to perform a service for the preservation of public safety, the employee's department head may deem that service an emergency hold over or call-in. If the department head designates such service to be an emergency hold over or call-in, critical employees and temporary critical employees occupying classifications in grades PT5 and below, will receive one-and-a-half (1 ½) times their normal rate of pay. Employees occupying classifications in grades MG1 and above will be paid overtime at their normal rate of pay.