

Antrim County Inclement Weather Policy

If a state of emergency is declared by Antrim County due to the weather, prior to the beginning of a workday, non-public safety related offices will be closed for the upcoming day. Affected employees will be paid at their normal daily rate for the non-work day.

If the Sheriff has issued a notice recommending that County citizens stay off the roads, prior to the beginning of a workday, the County Administrator and Sheriff will have a discussion to review the status of Antrim County roads and the weather forecast for the day. The County Administrator may determine that non-public safety related offices should be closed for the upcoming day. If non-public safety related offices are closed, effected employees will be paid at their normal daily rate for the non-work day.

If a state of emergency is declared or the Sheriff has issued a notice for County citizens stay off the roads during work hours, the County Building and Courthouse will remain open and employees can refer to paragraph 4 of this policy for guidance.

During inclement weather, except for the instances described in paragraphs 1 and 2, all offices will remain open. If an employee cannot make it to work, or if an employee is at work and determines that they would like to go home due to inclement weather, the individual may elect to take either vacation or personal leave for that time or be allowed to accept lost time without pay. In cooperation with their Supervisor, employees will be allowed to make up lost time only with two (2) pay periods, without accruing overtime. Employees will not be disciplined if they choose not to come in due to the weather.

For the purposes of this policy the Sheriff Office is not included in the definition of a non-public safety related office. The Sheriff will determine which positions under his/her supervision are considered "public safety related". All other employees in the Sheriff Office will be covered under this policy.

Adopted: February 9, 1990
Amended: May 16, 2019