

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.13	Pages: 1 of 2
Chapter: General Procedures	Effective Date: January 13, 2005 Supersedes Policy #4.13 Dated 1/13/1994	
Subject: Emergency Closings		

I. POLICY:

Cumberland County Government shall declare an emergency closing when conditions exist that warrant such closing to protect employees and/or the public.

II. DEFINITIONS:

Essential Personnel: Those employees whose continued services are essential to the public health, safety and welfare of the County of Cumberland.

III. PROCEDURE:

A. When to Close: Weather conditions occasionally make it difficult or impossible for employees to get to work and such untoward events as power outages, hazardous spills and equipment failure sometimes may make it impractical to operate the workplace, that it's not worth while to open it up until the situation is corrected.

B. Making the Call: The County Administrator or his designee shall determine, declare and announce the existence of an emergency.

1. In case of weather emergencies the Administrator shall consider:

- a. The time the weather event is expected occur
- b. The readiness of local officials to deal with the emergency
- c. The severity of the event
- d. The forecast of the local weather bureau

2. If the emergency is site-specific, the Administrator shall consider:

- a. How long the condition will likely last

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b. Cost-effectiveness to operate without use of full facility or without full staffing

c. Whether a hazard is present

3. Department Heads shall not independently alter regular working hours

C. Notification:

1. Emergency closings shall apply only to non-essential personnel, unless otherwise determined by the County Administrator. All essential personnel shall be required to report for work.
2. Each department head shall determine and notify employees who are essential and required to work in an emergency.
3. Employees shall tune to WSNJ 1240 AM, WVLT 92.1 FM, or WMVB 1440 AM on the radio or QBC-T.V.2 for an announcement of an emergency closing or for special instructions.

D. Payment of Salaries & Wages:

1. Non-essential employees who do not work as a result of an emergency closing shall not be paid, but shall be permitted to use a sick leave day, vacation or personal leave day.
2. Essential employees who do work shall be paid regular wages.
3. Anyone who is scheduled off for a holiday but comes in and works a full day shall be entitled to another scheduled day off as their holiday.