

RESOLUTION NO. 284-22 7-27-22 COL LEG Emp. Absences Adverse Weather Conditions

Amending the Cayuga County Employee Absences Necessitated by Adverse Weather Conditions

By: Christopher Petrus, Chair, Government Operations

WHEREAS, The County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and,

WHEREAS, The County wishes to amend the Employee Absences Necessitated by Adverse Weather Conditions, removing County Administrator and adding after Chairperson *or "designee"*; now therefore be it

RESOLVED, The Cayuga County Legislature does hereby amend The Cayuga County Employee Absences Necessitated by Adverse Weather Conditions; and be it further

RESOLVED, That the policy be posted to the County Website, and e-mailed to Department Heads by the Clerk of the Legislature Office; and it is further

RESOLVED, That each Department will review their policies annually and all changes/revisions will be brought by Resolution through the Government Operation Committee to the Legislature for its consideration; and it is further

RESOLVED, that this resolution will take effect immediately upon its adoption.



*State of New York }
County of Cayuga }*

I do hereby certify, that I have compared the forgoing copy of a Resolution duly passed and adopted by the Cayuga County Legislature at a meeting held on the 26th day of July 2022 with the original Resolution, and that the same is a true and correct copy and transcript thereof, and the whole thereof.

Given under my hand and official seal July 27, 2022

Shula P. Smith
CLERK, CAYUGA COUNTY LEGISLATURE

DEPARTMENT: Legislature

POLICY TITLE: Employee Absences Necessitated by Adverse Weather Conditions

EFFECTIVE DATE: 7-27-22

RESOLUTION NO. 284-22

SUPERSEDES POLICY OF: Resolution 255-10 date of 5-25-10

Objective: The purpose of this policy is to clarify what is considered a legal absence during extraordinary weather events.

Policy:

1. When by an act of the County Legislature the County Offices are closed due to hazardous weather conditions, no time will be charged against the employee. Otherwise, all employees are obliged to report to work.
2. If hazardous weather conditions exist during working hours, the Chairperson *or* “*designee*”, will determine if early dismissal is warranted. If the recommendation for early dismissal seems advisable, all employees who are permitted to leave will not have time charged against them.
3. When an employee is absent from work on approved leave, i.e., vacation, sick leave, personal leave, etc., this does not change by virtue of closure of the County Offices or early dismissal.
4. When an employee is working in the field and hazardous storm conditions arise making it dangerous to travel, it is his/her responsibility to call his/her supervisor and report the situation before going off duty.
5. Any employee who is unable to report to work or requests to leave work early due to weather conditions must charge this time to an appropriate leave accrual or take unpaid leave.

(Note: Each Department will review their policies annually and all changes/revisions will be brought by Resolution through the Government Operation Committee to the Legislature for its consideration; and it is further