



INCLEMENT WEATHER, EMERGENCY SITUATIONS & HAZARDOUS CONDITIONS

Effective Date: January 7, 1997

Owner	Human Resources
Reviewer(s)	Human Resources
Approver(s)	County Manager
Applicable Policies	Leave Policy
Applicable Documents	Event Chart Appendix
Storage Location	DCo Services Hub, Doc Tract, My DCo
Last Review Date	07/01/2025
Next Review Date	07/01/2028
Review Cycle	Three Years

1. PURPOSE

Durham County utilizes an established procedure in the event of inclement weather, emergency situations and/or hazardous conditions. This policy serves as the primary guidance, in conjunction with any department specific policies and procedures.

2. POLICY

When inclement weather or hazardous conditions occurs, County offices and departments will operate on a regular schedule unless a Hazardous Conditions Schedule has been officially issued by the County Manager's Office. All employees are required to perform response and/or recovery support work during emergency and disaster incidents when requested by the County.

3. APPLICABILITY

All County employees covered by the Personnel Ordinance, authorized personnel, and all those pursuant to a Memorandum of Understanding.

4. DEFINITIONS

Emergency Situations — A sudden, unexpected, or impending event or incident that has caused or has the potential to cause injury to humans or animals, loss of human or animal life, critical infrastructure damage, damage to property, or significant interference with normal County activities.

Essential Positions — Positions held by employees who provide services that are crucial to ensuring the health, well-being and safety of residents and County employees, as designated by the Department Director or County Manager. All positions are designated as essential in emergency situations.

Hazardous Conditions Schedule — Notice of a modified schedule for any situation determined by the County Manager as potentially dangerous.



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5. PROCEDURES

A. Determination of Hazardous Conditions Schedule

- The County Manager will determine if weather or other conditions justify issuing a Hazardous Conditions Schedule.
- Safety and well-being of employees and the public will be a primary consideration in making this determination.

B. Administrative Leave during Inclement Weather/Hazardous Conditions

- Leave taken during an Inclement Weather/Hazardous Condition closure should be coded as Administrative Leave.
- Employees who leave before the announcement of an early closing must use accrued vacation leave instead of approved administrative leave.
- Employees who arrive after the beginning of a delayed opening must use accrued vacation leave instead of administrative leave.
- Employees who choose not to report to work on a delayed opening day must use accrued annual leave instead of accrued vacation leave for the full workday.
- Employees are prohibited from working remotely without prior authorization.
- Employees on approved leave cannot change their leave designation to Administrative Leave when schedule modifications occur due to inclement weather or hazardous conditions.

C. Essential Personnel Requirements

- Employees designated as Essential Personnel are required to report to work unless otherwise notified.

D. Emergency Situations

- In the event of an emergency, ALL employees are deemed essential personnel and are required to report to work or remain on the premises if directed.

E. Use of County Vehicles and Equipment

- In anticipation of inclement weather or hazardous conditions, General Services' management may authorize staff to take County vehicles and other appropriate equipment home.
- Vehicles and equipment must only be used for County business.
- Vehicles and equipment should be returned to the County upon the employee's arrival to work the following workday.



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F. 10-Percent Base Pay Differential

- The County Manager may authorize a 10-percent base pay differential to non-exempt essential employees for actual hours worked during any period designated as Administrative Leave due to inclement weather.
- However, the 10 percent base pay differential WILL NOT be authorized for employees in 24-hour exempt departments, including but not limited to:
 - Fire Marshal/Emergency Management
 - Emergency Medical Services
 - Wastewater Treatment Facility
 - Law Enforcement Operations
 - Detention Center
 - Youth Services

6. NON-COMPLIANCE

- It is the responsibility of Durham County supervisors and managers to uniformly administer, communicate, and ensure compliance.
- It is the responsibility of the Human Resources Department to interpret, monitor, and update the policy content.
- Employees and supervisors are jointly responsible for ensuring that leave is available when paid leave is taken.
- It is all employees' responsibility to comply with policy guidelines.
- Any violation or policy misuse will result in disciplinary action up to and including dismissal.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
v.1.0-2020	01-07-1997	Human Resources	Adopted
v.2.0-2020	01-20-2000	Human Resources	Format Change
v.3.0-2020	01-03-2018	Human Resources	Format Change
v.4.0-2020	01-20-2014	Human Resources	Format Change
v.5.0-2020	12-01-2015	Human Resources	Format Change
v.6.0-2020	10-01-2016	Human Resources	Format Change and wording



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INCLEMENT WEATHER LEAVE EVENT CHART

Event Type	Employee Action	Leave Type	Notes
Late Opening	Arrives after the beginning of the delayed opening	Use accrued Annual Leave in lieu of Administrative Leave	Administrative Leave is not applicable after the delayed opening begins.
	Chooses not to report to work	Use accrued vacation leave for the full workday	Employee cannot opt for Administrative Leave for the day if not reporting on time.
	Reports on work at announced opening time	Paid for full day; time reflects actual hours worked plus Admin Leave to equal total hours	
Offices Closed (Inclement Weather/Hazardous Conditions)	Leaves before the announcement of the early closing (prior to closure time)	Use accrued vacation leave instead of Administrative Leave	Employees must use accrued vacation leave if they leave before the official early closing announcement.
	Approved administrative leave during office closure or hazardous conditions	Administrative Leave	Leave is categorized as Administrative Leave when the office closes early or remains closed for hazardous conditions.
Early Closing (Inclement Weather/Hazardous Conditions)	Leaves after the early closing is announced	Administrative Leave	Leave is categorized as Administrative Leave if the employee stays until the official early closing time.
	Leaves before the announcement of early closing	Use accrued vacation leave instead of Administrative Leave	Employees must use accrued vacation leave if they leave before the official announcement.
Working From Home	Employee works from home without prior authorization	Use accrued vacation leave for the day	Unauthorized remote work is not allowed. If done, it counts as accrued leave.
Approved Leave	Change of leave designation due to inclement weather or hazardous conditions (post-approval)	Use accrued leave	Employees on approved leave cannot change it to Administrative Leave during schedule modifications.