

INCLEMENT WEATHER PROCEDURE**SECTION 5.16****Effective Date: December 3, 2018****Approved By: Executive Director** 

The following procedures have been established for staff to follow during inclement weather and declared road emergencies.

PROCEDURE:**Level 3 Road Emergency**

- If the sheriff's department declares a Level 3 Road Emergency where staff resides, staff is not to report to work.
- If the sheriff's department declares a Level 3 Road Emergency where agency facilities are located, facilities in the declared location will be closed. Staff traveling to or residing in declared Level 3 areas are not to report to work.
- If the sheriff's department declares a Level 3 Road Emergency where a Valley View site is located but is not the county you live in, please contact your Supervisor to see if you are to report to a site that has not been affected by the Level 3 Road Emergency.

Level 3 Road Emergency During Business Hours

- If the sheriff's department declares a Level 3 Road Emergency where agency facilities are open for business, those facilities will be closed, upon announcement of the Executive Director, to the public and staff will use their judgment as to whether or not they travel on Level 3 Road Emergency roadways.

Level 3 Road Emergency Holiday (All Sites Closed)

- If the sheriff's department declares a Level 3 Road Emergency on a Holiday, all staff will use Holiday status as leave time.

Level 2 Road Emergency

- If the sheriff's department declares a Level 2 Road Emergency staff either residing or traveling to work in declared areas are to use their judgment on whether or not to travel on roadways. If staff chooses not to travel they must utilize vacation, personal time or approved leave without pay time, upon approval from Supervisor.

Executive Director has the option to make closures in addition to the scope of the above procedures. Such closures will be posted on CAC's website, and attempts will be made to contact individual employees by telephone, text or email. It will be the responsibility of the Program Director to have a plan in place for informing employees.