

Memo

Date: July 9, 2014

To: All Clerk Staff

From: Dwight E. Brock,
Clerk of the Circuit Court

Subject: Reporting to Work and Pay Policies for
Emergency Situations

In order to ensure agency wide understanding and consistency during emergency situations such as inclement weather, natural disasters, or other emergencies, the policies and procedures below shall be followed effective immediately.

Reporting to Work

- 1) Employees are expected to report to work unless otherwise directed. The “official” notification whether the Clerk’s Agency will be open or closed shall be posted on the Clerk’s website at **www.collierclerk.com** and available by calling **252-6879** which will have a recorded message. Please check one of these sources in the morning prior to leaving and reporting to work. This information will be available by 7:00 a.m. Do not rely on information received the evening before.

If you are unable to utilize either of the information sources above, contact your immediate supervisor and/or listen to the radio, T.V. or other media outlets. Be sure to listen for information pertaining to the Clerk of the Circuit Court. This is extremely important because each County agency makes their own determination whether to be open or closed.

- 2) If the Clerk’s offices are open, this is considered a regular workday. If an employee is unable to be at work, then personal, vacation or appropriate leave must be utilized. Preplanned absences, appointments, etc. will be followed and processed accordingly.
- 3) If the Clerk’s offices are closed, employees will receive administrative leave with pay for a regular work day(s) for the duration of the office closure.

Those staff who have been designated as essential personnel for their respective departments shall report to work in accordance with the established emergency procedures. These personnel as well as other staff who report to work and/or are called in to work during the office closure shall receive bonus pay based on hours worked in addition to administrative leave with pay.

- 4) The bonus pay is computed on the employee's regular straight time hourly rate of pay and includes all hours worked during the office closure. Hours worked beyond 8 in a single workday will be subject to overtime or compensatory time.
- 5) When the Clerk's offices are reopened, employees are expected to report back to work. If an employee is unable to return to work for any reason following the office closure, vacation and/or personal leave if available must be used. All staff are expected to return to work when the offices are reopened.
- 6) The above provisions apply to both hourly and salaried employees.

It is recognized that these situations can be a challenge given how quickly conditions change. The above policies and procedures address the responsibilities of Clerk staff and balance the needs of the agency and your personal situation.

Should you have any questions regarding this information, please contact Dena Rader, Human Resources Director, at 252-2761.

DEB/sb