

RESOLUTION AMENDING  
THE DORCHESTER COUNTY PERSONNEL RULES AND REGULATIONS

WHEREAS, the Dorchester County Personnel Rules and Regulations were adopted on June 18, 1996 pursuant to Article 25, Section 3 of the Annotated Code of Maryland; and

WHEREAS, Section I. L. of said Personnel Rules and Regulations provides that these Rules and Regulations may be amended by resolution of the County Council following the introduction of an amendment and the posting of said amendment in each department for ten (10) days before taking action so as to provide an opportunity for an employee comment. Posting took place and comments were taken under consideration.

NOW, THEREFORE, BE IT RESOLVED THAT Section V. I is hereby amended to read;

I. Inclement Weather/Emergency Situations

A. Liberal Leave Policy.

The County Manager has been designated as the individual responsible for deciding whether a liberal leave policy shall apply based on inclement weather or other emergencies and may delegate to a designee the reporting to all local media.

During a liberal leave period, all non-essential personnel shall have the option to use earned annual, personal, or compensatory time rather than report to work. Any employee selecting such an option must notify his/her Department Head of the election to use authorized liberal leave within 30 minutes before their scheduled start time.

All personnel identified by his/her Department Head as essential personnel must report to work and will be compensated at his/her regular rate of pay. Essential personnel designations will be made by the Department Head with the approval of the County Manager. These designations will be in writing to each affected employee. The County Manager may make exceptions to the designations. These written designations will be kept on file in the Human Resources Office. These designations are not grievable. Overtime will be paid pursuant to County policy as stipulated in these rules and regulations. The County Manager, or designee, will specify which shift or shifts will be operating under Liberal Leave. Liberal Leave will only apply to specified

shifts. This decision is not grievable. Department Heads are cautioned to refer to their designations of essential personnel and should only require overtime when absolutely necessary.

Every effort will be made to notify the media as early as possible.

**B. County Office Closings.**

The County Manager will make the determination for an office closing based on inclement weather or other emergencies and shall be responsible to report office closings to local media. Notification to local media may be delegated to a designee. When County offices must be closed, all non-essential personnel shall be paid for regular scheduled hours, at his/her normal rate, for each day the facilities are announced closed and will not be required to deduct time off from earned leave. All essential non-exempt personnel shall be compensated at time and one-half for each hour worked during an announced closing.

The County Manager, or designee, will specify which shift or shifts will be affected by the closure. This designation is not grievable. That will determine if compensation at time and one-half will apply. If only the first shift is affected time and one-half will not apply to following shifts. Employees will otherwise be paid as stipulated in these rules and regulations.

In the event an emergency situation should require that specific County facilities are closed, personnel assigned to work at that facility shall be paid according to Section B. of this Section. All employees assigned to work at other County facilities shall report to work as normal.

Any delayed starting times for County facilities due to inclement weather or emergency situations shall be announced and shall be subject to the County's liberal leave policy unless otherwise specifically specified in media announcements.

The following individuals are exempt from overtime allowances during announced closings but are considered essential personnel:

- County Manager
- Roads Administrator
- Warden, Chief of Security, Chief of Operations, Chief of Records
- Sheriff, Chief Deputy, and Chief of Operations
- Emergency Management Director
- Emergency Medical Services Director
- 911 Center Supervisor
- Director of Public Works
- Other exempt employees as recognized under the Fair Labor Standards

When the County Manager has made the determination to amend the normal work day the following local and regional media outlets can be accessed to determine if county offices are closed, opening late, closing early, or under liberal leave:

|            |            |
|------------|------------|
| WMAR-TV    | Channel 2  |
| WBOC – TV  | Channel 16 |
| WDMV-TV    | Channel 47 |
| WBAL-TV    | Channel 11 |
| WJZ-TV     | Channel 13 |
| WCEM Radio | FM 106.3   |
| WAAI Radio | FM 100.9   |
| WTDK Radio | FM 107.1   |
| WSCL Radio | FM 89.5    |
| WCEI Radio | FM 96.7    |

There will also be a telephone Notification Line for County Employees. If there is an announcement for county employees it will be on the phone line by 6:45 a.m., whenever possible. In the event of an early closing, it will be on the phone line as soon as possible after the decision has been made. All employees will be notified of the number to call to retrieve this information. In the event the telephone number is changed it will not be part of this amendment. It will be made available to employees through our internal notification process.

Please be patient when calling as other employees will be trying to get through. This line will always have the most current and accurate information. If there is not a recorded message regarding reporting to work the County Manager has decided not to amend normal work hours.

There will also be information on the County's Website. Employees are encouraged to utilize the County Council website to determine if county offices are closed, opening late, closing early, or under liberal leave. Other pertinent information may also be available. In the event that the URL Address is changed it will not be part of this amendment but made available to employees through our internal notification process.

HAVING BEEN DULY POSTED IN ALL COUNTY DEPARTMENTS, THIS  
RESOLUTION TO AMEND SECTION V. I. OF THE DORCHESTER COUNTY  
PERSONNEL RULES AND REGULATIONS IS HEREBY PASSED AND  
ADOPTED THIS 18th DAY OF MARCH, 2003 TO BE EFFECTIVE THE

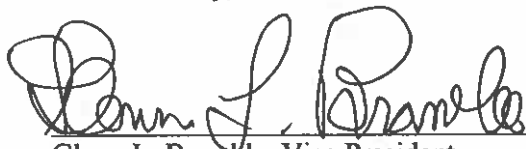
18th DAY OF March, 2003.


ATTEST:

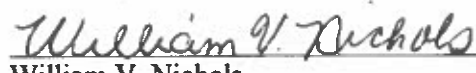
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