

RESOLUTION AMENDING
THE DORCHESTER COUNTY PERSONNEL RULES AND REGULATIONSCIRCUIT COURT
DORCHESTER COUN

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, 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 the 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. Employees designated essential that work in essential operations or provide emergency services must report to work, as scheduled or required by their supervisor, on a day when county offices are closed. In these circumstances those employees who work will receive regular pay and non-exempt employees will receive overtime pay as applicable. Overtime will only be paid if applicable when the non-exempt employee has reached the overtime threshold. Non-essential employees will not report to work and be required to use vacation or personal leave. In the case where an employee does not have vacation, personal leave or wishes not to use leave they will be in a no pay status.

The County Manger, or designee, will specify which shift or shifts will be affected by the closure. This designation is not grievable. Overtime will only be paid if applicable when the non-exempt employee has reached the overtime threshold.

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 employee assigned to work at other County facilities shall report to work as normal.

Any delayed starting times or early closings 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 specifically specified in media announcements.

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

- County Manager
- Warden, Chief of Security, Chief of Operations, Chief of Programs
- Sheriff, Chief Deputy, and Chief of Operations
- Emergency Management Director
- Emergency Medical Services Director
- 911 Center Director
- Public Works Director
- Highway Manager
- Senior Engineer

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	WAAI Radio	FM 100.9
WBOC -TV	Channel 16	WTDK Radio	FM 107.1
WMDT -TV	Channel 47	WCEI Radio	FM 96.7
WBAL -TV	Channel 11	WCEM Radio	FM 106.3
WJZ-TV	Channel 13		

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.

The quickest and easiest way for employees to access information about liberal leave or closings is to call the telephone notification line. It is updated first before any information is sent to local media. It is important to remember that we have no control over when or how information given to local media is broadcast. Therefore employees are encouraged to use the telephone notification line. When ever possible liberal leave and closing information will be posted on the County's website. System accessibility may prevent that so the telephone notification line is the best source of information.

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 16th day of March, 2010 to be effective the 16th day of March, 2010.

ATTEST:

Jane Baynard
Jane Baynard, County Manager

Dorchester County Council

Jay L. Newcomb
Jay L. Newcomb, President

Effie M. Elzey
Effie M. Elzey, Vice President

William V. Nichols
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Rick Price
Rick Price

Ricky Travers
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