

# Buffalo County Resolution



**Drafted By:**  
Sonya J. Hansen  
**Presented Month/Year:**  
April 2019  
**Involved Committees:**  
Human Resources

**County Department:**  
Administration  
**Fiscal Impact:** YES / NO  
**AC Approved:** YES / NO

RESOLUTION # 19-05-01

## A RESOLUTION TO AMEND POLICY NO. 205 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to the emergency leaves section of the Buffalo County Employee Handbook that addresses plans for employees of an emergency closing due to inclement weather or emergency situations, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 205 LEAVES-EMERGENCY CONDITIONS of the Buffalo County Handbook effective May 1, 2019. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 20<sup>th</sup> day of May, 2018.

*Roxann M. Halmon*  
County Clerk

ATTEST:


*Mary Anne McMillen Ueep*  
County Board Chairperson

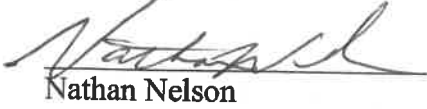
Respectfully Submitted:

Human Resources Committee

  
Larry Grisen

  
Bernard Brunkow

  
Donald A. Hillert

  
Nathan Nelson

  
Michael L. Taylor

**ANTICIPATED FINANCIAL IMPACT STATEMENT**

2019 Budget

None

**POLICY 205. LEAVES - EMERGENCY CONDITIONS**

- 1. **Purpose:** To provide a plan for employees in the event of an emergency closing due to inclement weather or other emergency situation.
- 2. **Policy:** Buffalo County makes every effort to maintain its normal schedule of operations. Departments that provide safety services for the County should clarify with their Department Manager as to whether or not the provisions of this policy are applicable.

2.1 Emergency Absences and Shut-Down of Facilities:

2.1.1 The County Administrative Coordinator or designee in concurrence with Highway Management and/or Sheriff, Public Health Officer or Emergency Management Director may order certain departments to be closed or staffing curtailed. Included but not limited to the following situations: inclement weather, lack of electricity, lack of heat or air conditioning, power outages, a natural disaster, or quarantine imposed by health officials.

2.1.2 Emergency closure of the courthouse will be communicated through Department Managers or Elected Officials. The County Administrative Coordinator or his/her designee will contact the Department Managers and Elected Officials who will then notify the employees in their departments or offices.

2.1.3 If the Governor of the State of Wisconsin declares a State of Emergency which closes State offices, Buffalo County may follow such declaration.

2.2 Record Keeping Provision:

2.2.1 If the courthouse is closed before noon, employees reporting to work will be paid for actual time worked.

2.2.2 If the courthouse closed after noon, employees reporting to work will be paid for the whole workday.

2.2.3 If the courthouse closed prior to opening for the day, the employee may charge lost time to accumulated PTO.

2.2.4 If an employee has no accumulated PTO, they may charge lost time to time off without pay.

**Policy 205. LEAVES – EMERGENCY CONDITIONS**

**Effective Date: May 31, 2015**

**Revised Date: April 17, 2019**

**Buffalo County  
Employee Handbook**

- 2.2.5 Department Managers may allow the employee to make up lost time within the same week.
- 2.2.6 Lost time may not be charged to PSLB time.
- 2.2.7 Employees failing to report for work in a timely manner due to inclement weather conditions will be paid only for those hours actually worked.
  - 2.2.7.1 Employees may apply accrued PTO to receive full pay for scheduled hours absent.
  - 2.2.7.2 If accrued time is not available all absent hours shall be without pay with the Department Manager's approval.
  - 2.2.7.3 Department Managers may allow the employee to make up lost time within the same week.
  - 2.2.7.4 Lost time may not be charged to PSLB.

**Policy 205. LEAVES – EMERGENCY CONDITIONS**

**Effective Date: May 31, 2015**

**Revised Date: April 17, 2019**

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Employee Handbook**