

Polk County Wisconsin

**PROTOCOLS FOR POLK COUNTY OFFICES
DUE TO COUNTY EMERGENCIES AND INCLEMENT WEATHER**

Polk County works hard to keep its facilities and services available to the public during periods of county emergencies to the fullest extent possible which is compatible with the health, safety, and general welfare of the public and county personnel. Polk county emergencies are defined to include periods of inclement weather. The highway commissioner and sheriff, in consultation with the judge and administrator, shall determine full closure for emergency weather events.

In the unlikely event of full closure of county offices during periods of county emergencies and inclement weather, the following policies shall apply:

- A. Employees performing emergency, public safety, highway and building maintenance, and health care related functions are expected to report to work unless expressly excused by their work supervisor. This includes employees who are performing temporary duties as part of the implementation of a disaster response plan by the county.
- B. Employees unable to report to work or who voluntarily leave work early due to county emergencies shall receive no pay for any lost time, but may use accumulated PTO, or unpaid leave of absence for such lost time. These employees must report such absences to their work supervisor as soon as possible.
- C. Polk County shall adhere to the guideline and practices established by the Unity School District with regards to delays and early closure due to inclement weather:
 - a. If Unity School district initiates delays, or closes early, the County will go into inclement weather mode. This means implementation of the following general guidelines, to be tailored to the department or program's specific operational needs:
 - o Cancellation or rescheduling of non-emergency appointments to a later date. Updating of voicemail and email notifications to reflect the department/program's communication/availability status for the day.
 - o Allowing for employees to work from home or another location. Please prepare in advance as to how a remote work arrangement may be applied based on department/program needs.
 - o Allowing for flexible scheduling (leave early, come in late, or make up time, whatever may be appropriate) and/or use of PTO without specific authorization or penalty.
 - o For more information on Unity School / Closings, go to → <http://unity.k12.wi.us/>
- D. In the unlikely event of full closure of county offices, notices may also be announced on WXCE (1260AM) and WCCO (830 AM) radio stations. WCCO Website / Closings → <http://minnesota.cbslocal.com/school-closings/>