

Campbell County Fire Department Policy

General Administration

*Inclement Weather or
Emergency Closings*



900.411

PURPOSE:

When a potentially hazardous weather or emergency situation exists, a decision may be made to close or delay operations of the Fire Department. This decision will be made after consulting the National Weather Service, Emergency Management, emergency response agencies, and other applicable entities. Notification of the Fire Department closing will be issued as soon as possible by the Fire Chief and distributed to all agencies and the media. (Note: Due to the nature of our work, part of the Fire Department operations may be required to remain open).

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. When there is an approved closure of part or all of the Fire Department, employees will not lose pay due to the loss of opportunity to work.
- B. If employees:
 - a. Do not have the opportunity to work, they will receive inclement weather pay for their base scheduled hours for those shifts.
 - b. Work for part of their scheduled shifts during a closure, they will receive inclement weather pay for the number of hours needed to total their base scheduled hours for those shifts.
 - c. Work their entire base scheduled shifts, they will not receive inclement weather pay.
 - d. Were not planning to work, (i.e., they were on vacation or sick leave) they will not receive inclement weather pay.
- C. Time for which an employee receives inclement weather pay, like any other pay for time not worked, will not be considered when calculating hours worked or overtime for any given time period. The employee shall remain available to return to work immediately when the Fire Department reopens.
- D. If employees choose to leave early due to hazardous weather or cannot report to work due to road closures but the Fire Department is open or partially operating and they have the opportunity to work, they will be required to use applicable paid time off for hours not worked.

Initial Approval: March 28, 2007
Revision Date: 3/24/10, 3/16/11

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Sam Saunders, Chairman

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