

MENDOCINO COUNTY POLICY #37	DEPARTMENT STAFFING AND EMPLOYEE RESPONSIBILITY IN THE EVENT OF NATURAL DISASTERS OR TECHNOLOGICAL FAILURES
ADOPTED: March 19, 1996	ADOPTED BY: Resolution #96-051

In the event that a natural disaster or technological failure precludes an employee from reporting to their assigned work site at their scheduled time, said employee shall contact their immediate supervisors, or department head, and shall utilize vacation leave, compensatory time off (CTO), or leave without pay (LWOP) for scheduled work hours that are not attended. However, non statutory overtime may be waived, and said employee may thereby work additional hours in the future, at their regular hourly rate of pay, to restore vacation, CTO or LWOP hours utilized. Their immediate supervisors or department head may not unreasonably restrict said employee from the work site and the ability to restore their hours.

In the event that an employee is able to report to work, but upon reporting to work is significantly impaired by natural or technological circumstances from performing their assigned duties, said employee may, after having received permission from their immediate supervisor or department head, utilize vacation leave, CTO or LWOP. In the event that the department head determines that a work site is either unsafe or an employee is incapable of performing their work in the work site environment, said employee may be directed to leave work.

However, any employee reporting to their assigned work site, without prior notification not to report to that site, shall receive credit for having worked two (2) hours. Again, non statutory overtime may be waived, and said employee may thereby work additional hours in the future, at their regular hourly rate of pay, to restore vacation, CTO or LWOP hours utilized. Their immediate supervisors or department head may not unreasonable restrict said employee from the work site and the ability to restore their hours.

It is the intent of the County to offer services to the public whenever possible, and supervisors and department heads should use considerable discretion when enacting this policy, including, when reasonable, considering the reassignment of an employee(s) to an alternative work site that will allow them to perform their regular duties. In such a case, said employees must agree to waive his/her right to proper notice for a change in work site assignment.

This policy shall not apply to employees represented by the Deputy Sheriffs' Association (except Bailiffs).

The County shall endeavor to equip its facilities with emergency supplies (e.g., generators, flashlights, emergency plans, first aid kits, etc.), as determined necessary by the division of Risk Management and the division of Emergency Services, to minimize the impact of natural or technological disasters on County facilities and services.