COUNTY OFFICE CLOSING POLICY

FEBRUARY 20, 2007

In an effort to provide for the safety of Ogle County employees, the following procedures related to office closings shall be followed. The intent of the policy is to address how decisions will be made for the closing of County offices related to inclement weather or building security issues. The policy also addresses employee compensation during office closings.

Overnight Weather Events:

- In the event of a weather emergency, the Sheriff, County Engineer, Presiding Judge and County Board Chairman will jointly make the decision regarding the closing of County Offices. The decision will be made no later than 6:30 a.m.

- The decision regarding the closing of county offices will be conveyed to the listed Department Heads as quickly as possible.

  The Sheriffs office shall notify the County Clerk and Health Department Administrator.

  The Presiding Judge shall notify the States Attorney, Circuit Clerk, Probation Director and other judges.

  The County Board Chairman shall notify the County Administrator.

  Upon notification by the Sheriffs Department, the County Clerk shall notify the County Assessor and Treasurer

  Upon notification by the Sheriffs Department, the Health Department Administrator shall notify the Zoning Administrator, Solid Waste Department Manager and Animal Control Department.

- Each Department Head or designated contact shall have the responsibility of notifying their respective staffs.

- Sheriff's Department shall be responsible for notifying the local media. The following media will be contacted: Rockford Televisions stations 13, 17, 23, 39. Radio Stations WRHL (1060 AM - Rochelle) and WIXN (1460 AM - Dixon)

Daytime Closings:

- In the event the offices need to be closed during the work day from weather conditions or a security issue, this information will be communicated to the Judicial Center and Old Court House Department Heads by the Bailiffs. The Sheriffs Department will notify the Pines Road Department Heads.

- Announcements regarding the cancellation of County Board meetings, committee meetings or other related county functions will be at the call of the Board Chairman.

- Each Department Head or designated contact shall have the responsibility of notifying their respective staffs.

Compensation

- In the event the County Offices are closed (or closed early) for weather or security issues, non represented employees shall receive their normal pay and will not be required to use accumulated leave time. Employees who are part of a labor contract shall follow the terms of the labor contract. Non-represented employees that are required to continue work, as part of their job descriptions, shall receive personal time equal to the number of hours the County Offices are closed, to be used during the calendar year, at the discretion of the Department Head.

Adopted by the Ogle County Board on February 20, 2007.

W. Ed Rice

W. Ed Rice, Chairman