

County of Gloucester
Human Resources Manual

CHAPTER:	9 – GENERAL RULES AND REGULATIONS	ADOPTED: 3/7/06
SECTION:	2 – EMERGENCY CLOSINGS OF COUNTY OFFICES & DESIGNATION OF ESSENTIAL PERSONNEL	REVISED: 1/22/26

Office Closings/Essential Personnel Designation

If it is necessary to close County offices because of adverse weather or other conditions, announcements will be made utilizing the local closing number of (856) 853-3463 as well as through the elective alert option on the Gloucester Alert System. Registration for employees of Gloucester County is available at
<https://member.everbridge.net/892807736725230/new>

Then download the Everbridge mobile app:
<https://apps.apple.com/us/app/everbridge/id565859420> for IOS
or <https://download.everbridge.net/> for other carriers.

Employees should be sure to keep phone numbers and e-mail address up-to-date on the system. Any fees or charges associated with text messages are the responsibility of the employee.

Twenty-four hour facilities and certain other departments or portions of departments cannot close and must remain operational at all times. The following departments/divisions/areas/offices are required to report under **ALL CIRCUMSTANCES**:

- Animal Shelter
- Buildings and Grounds
- Emergency Response (all divisions)
- Human Services, Division of Transportation
- Parks and Recreation/Golf Course Maintenance & Grounds Crew
- Public Works
- Sheriff's Office
- Corrections Dept.

Additional Departments Deemed Essential in Public Health Circumstances:

The majority of staff will be deemed essential unless the County Administrator and the Department Head believe that status or function to be achieved on a rotational basis:

• All Non-Union Management	• County Clerk
• Administration	• Economic Development

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- Elections (Superintendent/Board)
- Health Department
- Human Resources
- Human Services/Disability Services
- Information Technology (IT)
- Legal Department
- Medical Examiner
- Senior Services
- Social Services
- Surrogate's Office
- Treasury/Purchasing Department

Furthermore, there may be times where it is imperative for the safety of county residents that all county employees may be required to report to work.

In accordance with the collective bargaining agreement, an employee that reports to work to provide essential services when the County facilities are closed may receive an equal amount of compensatory time. In accordance with the applicable collective bargaining agreement, certain employees are expected to be in attendance during normal working hours anytime that County buildings are open, while other employees will be paid regular salary should the County offices be closed because of an "emergency." If this situation applies to a part-time employee under the terms of the applicable collective bargaining unit who is regularly scheduled for particular time that the county offices are closed, they will be paid for those scheduled hours.

If an employee chooses not to report to work during a time of adverse or other conditions, vacation time or compensatory time will be charged. If the employee does not have vacation or compensatory time available to charge against, the employee will be docked time. Sick time will only be charged for a legitimate illness.

Delayed Opening/Early Dismissal

Conditions may warrant a delayed opening or an early dismissal of County offices. The purpose of the delayed opening or early dismissal is to allow for poor road conditions. Delayed reporting and early dismissal times are for employees that report to work. For those employees that report to work under these circumstances, should they use vacation or compensatory leave time for a portion of the day adjacent to dismissal/delayed opening time, their time will be offset by the dismissal/delayed opening time. In these circumstances, any employee who does not report to work will NOT be allowed to subtract the delayed reporting or early dismissal time from their leave time. Furthermore, employees will not receive compensatory time for arriving before the amended start time or for staying beyond an early dismissal time.

Employee:

Seeks approval from his/her Department Head/designee for vacation or administrative leave because of inclement weather or other adverse conditions according to the procedures for these types of leave.

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Provides medical verification for sick leave requests that coincide with inclement weather or other adverse conditions.

Human Resources:

Approves/denies sick leave requests that coincide with inclement weather or other adverse conditions.