

## Adverse Weather Conditions

### 333.1 PURPOSE AND SCOPE

To set forth the pay status guidelines in the event an employee is unable to report to work due to adverse weather conditions. This policy applies to all employees.

### 333.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Riverside County Ordinance 440;
- MOU.

### 333.3 POLICY

Except as otherwise provided, an employee will not be paid for hours not worked when unable to report because of adverse weather or other natural phenomena such as snow, windstorm, flooding, earthquake, or air pollution.

### 333.4 PROCEDURE

- (a) Notify the immediate supervisor as soon as possible, preferably before the start of normal working hours, when unable to report to work because of adverse conditions. If unable to reach the supervisor, notify the director, another available supervisor or administrator in the department.
- (b) If it is in the public interest that the employee not report to work, the supervisor instructs the employee to remain at home under these circumstances.
- (c) With the approval of the appropriate director, an employee may be instructed to report to an alternate work site, in which case the employee will be in a paid status.
- (d) An employee who has followed correct reporting procedures will be allowed to use vacation, holiday or compensatory time to the extent that these benefits have accrued. Otherwise, time records will reflect an absence without pay.

Revised: 01/02/2002

Date: 07/01/1986