

Emergency Closing Policy (Excluding Public Health Emergencies*)

PURPOSE

There may be times when an emergency (other than a public health emergency), such as severe weather, natural disaster, fire or a power failure, disrupts normal business operations of Monmouth County Government. While Monmouth County has essential facilities and 24/7 operations, it may on occasion be necessary to close or delay the opening of other non-essential County offices and operations.

SCOPE

This policy applies to all non-essential employees at any workplace location of Monmouth County in the event of a non-public health emergency. This includes non-essential regular full and part-time employees, temporary or seasonal employees and paid or unpaid interns.

All employees deemed “essential” for purposes of non-public health emergencies are notified by their Department. Employees of Constitutional Offices will be governed by the scheduling policies set forth by their Constitutional Officer.

POLICY

A closure, early closure or delayed opening may be implemented to provide additional time to facilitate the clearing of roads, parking lots and sidewalks for employee and public access to County facilities.

If the County Administrator or their Designee makes a decision to close or to delay opening of County operations, applicable information will be posted on the County website, Intranet and social media accounts. An email will be sent to all County employees through the County’s official email system. Employees can also request that they be sent a personal e-mail or cellular text message by signing up annually for this service through the eP Self-Service under the *Personal Assistant Section*. Employees are responsible for checking with their wireless carrier to determine availability and charges for text messaging.

Per the New Jersey Office of Emergency Management, a “State of Emergency” may be declared during significant weather events and natural disasters, and may or may not include travel restrictions. In the event that travel restrictions are part of a State of Emergency Declaration by the Governor, the County Administrator or their Designee will be guided by the parameters of the Declaration.

Each employee must make their own decision with regard to personal safety. No closure, early closure or delayed opening decision can take into account weather conditions in every community. In the event the County is open for business and an employee decides not to report to work, the employee will be charged for the day from their respective personal or vacation leave banks. Only the County Administrator or their Designee may authorize the use of accumulated sick time in a case of extreme emergency circumstances.

In the event that County offices are closed before the official opening time, non-essential personnel may remain at home and receive their regular day's pay. Any employee on pre-approved leave that day will be charged for the day as previously approved.

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In the event that County offices are closed at any time after the official opening, non-essential personnel may be dismissed when the closing becomes effective and receive their regular day's pay. Employees who are not on pre-approved leave and do not report for duty due to sick, vacation or personal reasons will be charged with the full day's absence.

In the event that County offices have a delayed opening at any time after the official opening, non-essential personnel who are not on pre-approved leave and do not report for duty due to sick, vacation or personal reasons will be charged only their work hours from the delayed opening to the end of their work day. Any employee on pre-approved leave that day will be charged for the day as previously approved.

*NOTE: For information regarding public health emergencies, please see your Department Head.