

Kingman County
Kansas
Personnel Policy Manual

Policy #24
Special Closings

Commission Approved
Date: 1/9/2006

24 Special Closings

24.1 From time to time, the BOCC may exercise the right to close one or more County buildings for a time period determined by the BOCC. Such closings may be the result of acts of nature (tornado, blizzard, flooding), power outage, bomb threat, or other reasons as may be deemed necessary and/or appropriate by the Commissioners. Further, the BOCC acknowledges that some buildings are populated with County employees who provide essential and critical services to the community. Members of the community would easily recognize those buildings as being continually staffed, and whose employees are part of an enterprise that provides emergency, safety, law enforcement, and/or other critical services and positions that directly support those who provide such services.

24.2 On those occasions when a building or buildings are to be closed, employees who otherwise would have been present at work, or are present at work when the building is closed, and whose work location is in the affected, closed building(s) shall be paid as if they had worked an 8-hour day or until work is resumed and/or the building(s) reopened. Employees who, on the day or at the time of the closing, are not at work due to illness (sick leave, doctor's leave), vacation time, time off without pay, funeral/bereavement, or otherwise already departed from work and have ended their work shift, shall not be compensated for any additional hours due to the closing.

Specifically, if an employee was on vacation that day, the 8 hours of vacation stand as scheduled and no additional compensation shall be awarded the employee as a result of any building(s) being closed. If an employee was on Sick Leave (SL) that day, those hours of SL stand and no additional compensation shall be awarded to the employee as a result of any building(s) being closed. If the employee was off without pay that day, the day is still without pay and the employee shall not be awarded time or compensation as a result of any building(s) being closed. If an employee was at work or worked during some part of the day but has left work with the intent or action indicating the intent to end the workday, that employee shall not be awarded additional compensation as a result of any building(s) being closed. For the circumstance where an employee came to work but left before the official closing of the building, the employee will be compensated for the actual hours worked with no additional compensation.

24.3 BOCC may determine it appropriate to close one, two, or all County buildings. Some buildings cannot be closed due to the nature of the work housed in that particular building. Pay inequities do not result from the closing of one building or buildings and not another or others.

24.4 Time off and/or compensation under the circumstances addressed by this Policy shall not result in an overtime-eligibility situation.