

District Court of the State of Michigan

55th Judicial District



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STATE OF MICHIGAN

IN THE DISTRICT COURT FOR THE 55th JUDICIAL DISTRICT

COUNTY OF INGHAM

ADMINISTRATIVE ORDER - INCLEMENT WEATHER 1999-1

The Judges of the 55th District Court, pursuant to Michigan Supreme Court Administrative Order 1998-5, promulgate the following inclement weather policy in conjunction with the county of Ingham:

1. If it becomes necessary, due to inclement weather or other acts of God, to curtail some or all of the County's functions, at the Chief Judge's discretion, he/she may offer the following options:

a. Employees may use compensatory, personal or vacation time in lieu of regular pay if compensation is desired;

b. Employees may work part of their regular schedule and will be eligible for pay for those hours worked, with the remainder of the schedule compensated from compensatory, personal or vacation time if compensation is desired;

c. Employees may report for work and shall be compensated at his/her regular rate of pay for those hours worked.

2. In cases where the County is officially closed by the Controller and the Chairperson of the Board of Commissioners due to inclement weather or other acts of God, either in its entirety or department by department, the following

policy will be in effect:

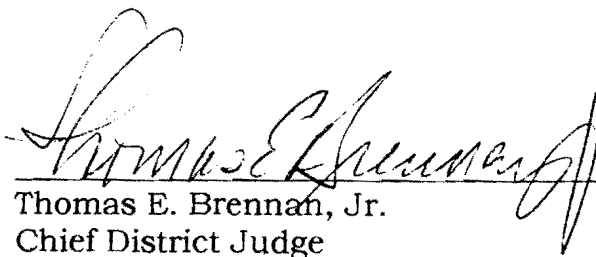
- a. When employees are instructed to return home, it is understood that these employees will be paid for their regularly scheduled hours;
- b. When employees are instructed to return home and do not do so, they will not receive additional compensation for hours worked, but will only receive compensation for their regular schedule;
- c. It is the County's responsibility to issue notification to employees via radio public service announcement one (1) hour prior to the commencement of the normal shift that the County is officially closed;
- d. If the notification is rendered, employees will be paid for hours normally scheduled. Employees who work will receive one (1) vacation hour to be added for each hour worked.

3. The Controller and the Board of Commissioners' Chairperson can declare a maximum of sixteen (16) hours per calendar year of paid administrative leave. Any further loss of compensation by employees because of inclement weather or other acts of God must be compensated by use of accumulated compensatory, sick or vacation time. If the employee does not have compensatory, sick or vacation time, he/she will not be compensated.

4. Employees who are reasonably prevented from reporting to work from their home at their regularly scheduled time, immediately following the closing of the County under this policy due to inclement weather, even though the County has officially reopened, may use compensatory time, sick or vacation time.

IT IS SO ORDERED

Dated: 2/18/99


Thomas E. Brennan, Jr.
Chief District Judge