



Administrative Manual of Operating Procedures

Procedure #: 02.17	Procedure Title: Snow Day Policy		Revision #: 3
Original Issue Date: 02/01/2011	Revised Issue Date: 12/19/2019	Next Review Date: 12/19/2020	Responsible Department: Human Resources
Statutory References: None		Ordinance References: None	
Appendices: Appendix A – Essential/Non-essential Designation List		Forms: None	

1. OBJECTIVE:

To establish the policies and procedures for recording time and the payment of time when a Snow Emergency is declared for Milwaukee County. The County Executive may declare a snow emergency for Milwaukee County employees, in consultation with the Director of the Office of Emergency Management, Chief Judge, Sheriff, and Director of Transportation and Director of Administrative Services. The declaration means that all Non-essential departments will be closed, for the safety of our employees. Generally, the press release will say that “all Non-essential departments are closed.”

Certain departments and in some cases certain positions are defined as being essential to performing duties during the snow emergency, and therefore those employees in those departments or job codes (“essential”) will need to report to their regularly scheduled shift.

2. DEFINITIONS:

- A. Essential Department. Certain departments and in some cases certain positions are defined as being essential to performing duties during the snow emergency, and therefore those employees in those departments or job codes (“essential”) will need to report to their regularly scheduled shift.
- B. Non-essential Department. When an emergency is declared, certain departments, for the safety of the employees, should not report to work. An employee who is scheduled to work will instead record an off-time code of CLOSE, in place of their regular shift hours.
- C. Snow Day. A full-day beginning with the time that the snow emergency is declared, until the time that is established under this policy. The first shift to be covered by the snow day will be the shift closest to the time of the declaration of the snow day. If the snow emergency is declared at 6:00 AM, the first shift to be impacted by the snow emergency will be the first shift. Second and Third shift, after the first shift, will also be subject to the rules of this Snow Day Procedure. The shifts prior to the declaration, will not be subject to the Snow Day Procedure.
- D. Time and Attendance System. Milwaukee County uses Dayforce Workforce Management as its time and attendance system.

3. PROCEDURE:

A. Essential Departments/Jobs

- i. If a department or if certain positions within a department are needed to deal with a snow day, and would be required to report to work, then that department or certain jobs within that department are considered “essential” for a snow day.
- ii. Departments or positions that are identified as “essential” for a snow day will record time similar to any other day and will follow the rules of their department regarding a Snow Emergency.

- iii. Departments have been identified as essential or positions within the department have been identified as essential. Please ask your department manager if your department or position is considered essential. A list of typical designation is attached at the end of this policy, see [Appendix A](#).
- iv. The "CLOSE" (Closed Paid Leave) code is Not available to "essential" departments or to employee job codes that have been determined to be essential. Essential departments/Job Codes should follow departmental work rules for recording off-time on a snow day.

B. Non-Essential Departments/Jobs

- i. If an employee's department has not been identified as "essential" for a snow day, or their Job Code has not been identified as essential for a snow day, then the employee shall follow the rules for "Non-essential Departments".
- ii. When a Snow Emergency is declared, only essential employees should be reporting to work. The declaration of a Snow Day by the County Executive is the only notification that an employee in a Non-essential department needs to not report to work.
- iii. Employees in non-essential departments will use the "CLOSE" (Closed Paid Leave) off-time code for recording scheduled work hours, which would have been worked, had a Snow Day not been declared.
- iv. Non-essential employee does not come to work due to the Snow Day being declared:
 - a. In general, employees will use an off-time code of CLOSE (Closed Paid Leave) to record any non-work hours during their shift. The CLOSE code is a paid off-time code so that an employee will receive payment for these hours.
 - b. Only record CLOSE code hours equal to your regularly scheduled hours.
- v. Non-essential employee comes to work for a few hours and is ordered to go home due to snow emergency:
 - a. When a Snow Emergency is declared, only essential employees should be reporting to work. The declaration of a Snow Day by the County Executive is the only notification that a Non-essential employee needs to know that they should not report to work.
 - b. Any hours worked by an employee during their shift, after a snow day is called, should still be recorded as work hours. The CLOSE code will be used to cover any scheduled hours not worked during the snow emergency.
 - c. The employee will not be entitled to additional off-time for the hours worked.
- vi. Non-essential employee comes to work after a delay in opening:
 - a. In general, employees will use an off-time code of CLOSE (Closed Paid Leave) to record any non-work hours during their shift. The CLOSE code is a paid off-time code so that an employee will receive payment for these hours.

- b. Only record CLOSE code hours equal to your regularly scheduled hours.
- vii. Non-essential employee has a scheduled off-day on the snow day:
 - a. If an employee had scheduled time-off for their first scheduled shift after the snow emergency is called, then they should continue to record this time under the off-time code that was originally scheduled (vacation, sick leave, personal day, furlough day, etc.). The request for time-off generally occurs at least twenty-four hours prior to the start of a shift.
 - b. The employee will not be entitled to use the CLOSE time away from work code in place of the scheduled off-time.
- C. **Recording Time on a Snow Day for Non-Essential Employees:**
 - i. General Rules on Recording Time
 - a. Employees Using Swipe Cards:
 - i. Employee should punch in and out as s/he normally would for time worked. Request Time Away from Work to record closed time. Choose CLOSE as the reason code. In the Employee Comments section, indicate the reason for the request as a SNOW DAY.
 - b. Employees not using Swipe Cards:
 - i. For a full day closure, enter time not worked due to building closure in the same manner as any other time away from work request. Choose CLOSE as the reason code. In the Employee Comments section, indicate the reason for the request as a SNOW DAY.
 - ii. Partial day closure-Sign-out when departing. Indicate in the time away from work request the hours that the time-off will cover. Choose CLOSE as the reason code. In the Employee Comments Section, indicate the reason for the request as a SNOW DAY.
 - c. How the CLOSE code is counted for Overtime, Seniority, Pension, Other Accrued Balances.
 - i. For employees who have union pay policies that base overtime on credited hours (Deputy Sheriff's), this pay code will count towards time and a half overtime similar to any other off-time code.
 - ii. If employees have overtime pay policies that are based only on work hours (most other unions and non-reps), then the CLOSE code does not count toward overtime.
 - iii. The CLOSE hours will count towards seniority hours and pension hours.
 - iv. We are using a distinct off-time/time away from work code so that accrued off- time hour balances will be not be impacted.
 - v. Other off-time/time away from work codes will not be reduced due to the use of the CLOSE code.
 - ii. Non-essential employee worked full shift:
 - a. If an employee worked their full shift during the snow emergency, then they shall record their time as hours worked in accordance with current pay policies.
 - b. Off-time will not be provided in the future for any employee who worked on Snow Day.

- iii. Non-essential employee worked partial shift – normal eight (8) hour shift:
 - a. If an employee worked part of either the first, second or third shift, then they shall record their time as hours worked in accordance with current pay policies. Once the employee was told to go home their work time would stop or if the employee was told to arrive late their work time would start upon arrival.
 - b. The remaining scheduled shift time shall be recorded as code CLOSE (Closed Paid Leave) in the time and attendance system. The total time recorded in work hours (REG) and closed paid leave (CLOSE) shall not exceed eight (8) hours.
 - c. Additional off-time will not be provided in the future for any employee who worked a partial or a full day on a Snow Day.

- iv. Non-essential employee worked partial shift – flex-time schedule:
 - a. If an employee worked part of either the first, second or third shift, then they shall record their time as hours worked in accordance with current pay policies. Once the employee was told to go home their work time would stop or if the employee was told to arrive late their work time would start upon arrival.
 - i. Sign-out when departing. Indicate in the time away from work request the hours that the time-off will cover. Choose CLOSE as the reason code. In the Employee Comments Section, indicate the reason for the request as a SNOW DAY. The total time recorded for the day shall not exceed their flex-time schedule for the Snow Day, including worked hours and CLOSE coded time away from work.
 - ii. Off-time will not be provided in the future for any employee who worked on Snow Day.

- v. Non-essential employee scheduled off-time for full-shift:
 - a. If an employee had previously scheduled off-time for the full amount of their first, second or third shift, then they shall record their hours in accordance with their off-time request.
 - b. The request for off-time is usually made at least twenty-four hours prior to an employee's scheduled shift. The total time recorded for Snow Day should not exceed scheduled shift hours for Snow Day.
 - c. Other off-time will not be provided in the future for any employee who was scheduled off for Snow Day.

- vi. Non-essential employee called-in off-time for full-shift:
 - a. If an employee called in a personal day or other off-time for their shift because of the inclement weather, they should record their full shift as CLOSE (Closed paid leave).
 - b. The total time recorded for the day shall not exceed their scheduled work hours for Snow Day.

- vii. Non-essential employee did not work due to Snow Emergency:
 - a. If an employee was scheduled to work their shift but did not go to work due to the Snow Emergency, the employee should record their time as code CLOSE (Closed Paid Leave).

The total time recorded for the day shall not exceed their scheduled shift hours for Snow Day.

D. Recording Time on a Snow Day for Essential Employees:

- i. No coding changes should occur for these departments. Any work or off-time scheduled for the Snow Day shall be entered similar to any other day. Off-time will not be provided in the future for any essential employee who worked on Snow Day.

4. REVISION HISTORY:

Rev. #	Summary of Changes	Date of Change	Author
3	<ul style="list-style-type: none"> • Minor changes only - updated to new template. 	12/19/2019	Una Stojsavljevic

Milwaukee County Department Offices Status on a Snow Day - Typical List

List may be revised as needed. Employees should contact department for current status of essential or Non-essential Departments

<u>Dept No</u>	<u>Department Description</u>	<u>Snow Day</u>	<u>Offices on Snow Day</u>	<u>Additional Information</u>
1000	COUNTY BOARD	Closed	Non-essential	
1011	COUNTY EXECUTIVE-GENL OFFICE	Closed	Non-essential	
1018	DAS PERSONS WITH DISABILITIES	Closed	Non-essential	
1021	VETERANS SERVICE	Closed	Non-essential	
1040	COMM DEVELP BUS PTNERS	Closed	Non-essential	
1091	OFF OF AFRICAN AMER AFFAIRS	Closed	Non-essential	
1110	CIVIL SERVICE COMMISSION	Closed	Non-essential	
1120	PERSONNEL REVIEW BOARD	Closed	Non-essential	
1130	CORPORATION COUNSEL	Closed	Non-essential	
1140	HUMAN RESOURCES	Closed	Non-essential	
1150	DAS - RISK MANAGEMENT	Closed	Non-essential	
1151	DAS - FISCAL AFFAIRS	Closed	Non-essential	
1152	DAS - PROCUREMENT	Closed	Non-essential	
1160	DAS - IMSD	Closed	Non-essential	
1190	ECONOMIC DEVELOPMENT	Closed	Non-essential	
2000	COMBINED COURT RELATED OPER	Closed	Non-essential	
2430	DEPT OF CHILD SUPPORT	Closed	Non-essential	
3010	ELECTION COMMISSION	Closed	Non-essential	
3090	TREASURER	Closed	Non-essential	
3270	COUNTY CLERK	Closed	Non-essential	
3400	REGISTER OF DEEDS	Closed	Non-essential	
3700	COMPROLLER	Closed	Non-essential	
4000	SHERIFF	Open	essential	All Positions
4300	HOUSE OF CORRECTION	Open	See List	Majority of positions are defined as essential to the operation of the Department, if a Snow Emergency is declared. Department has a list of Non-essential positions.
4500	DISTRICT ATTORNEY	Closed	Non-essential	Please see department notice, since certain positions may be declared essential due to emergency or if Courts is in operation.
4800	OFFICE OF EMERGENCY MANAGEMENT	Open	essential	All Positions
4900	MEDICAL EXAMINER	Closed	Non-essential Except as Noted:	Forensic Investigators are considered essential.
5040	DOT--AIRPORT, GMIA, TIMMERMAN	Open	See List	Certain positions are defined as essential to the operation of the Airport, if a Snow Emergency is declared. Department has a list of essential/ Critical Positions.
5100	DOT--HIGHWAY MAINTENANCE	Open	essential	All Positions
5300	DOT--FLEET MANAGEMENT	Open	essential	All Positions
5700	DAS--FACILITIES MANAGEMENT	Closed	See List	Certain positions are defined as essential to the operation of the Facilities, if a Snow Emergency is declared. Department has a list of essential/ Critical positions.
5800	DOT--DIRECTORS OFFICE	Closed	Non-essential	
6300	DHHS - BEHAVIORAL HEALTH DIV	Open	See List	Certain positions are defined as essential to the operation of the BHD, if a Snow Emergency is declared. Department has a list of essential Positions.
7900	DEPARTMENT ON AGING	Closed	Non-essential	
8000	DEPT HEALTH AND HUMAN SVCS - except for Detention Center	Closed	Non-essential Except as Noted:	Certain positions are defined as essential to the operation of the DHHS, if a Snow Emergency is declared. Department has a list of essential Positions.
8000	DEPT HEALTH AND HUMAN SVCS - DETENTION CENTER	Closed	Non-essential Except as Noted:	Follow internal Detention Center directive, regarding severe weather.
9000	PARKS	Closed	Non-essential Except as Noted:	Certain positions are defined as essential to the operation of the Parks, if a Snow Emergency is declared. Department has a list of essential Positions.
9500	ZOOLOGICAL DEPARTMENT	Closed	Non-essential Except as Noted:	Certain positions are defined as essential to the operation of the Zoo, if a Snow Emergency is declared. Department has a list of essential Positions.
9910	UNIVERSITY EXTENSION SERVICE	Closed	Non-essential	