



# Administrative Manual of Operating Procedures

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| Procedure #:<br><b>02.17</b>  | Procedure Title:<br><b>Snow Day Policy</b> |                                       | Revision #:<br><b>4.2</b>                         |
| Original Issue Date:<br><b>02/01/2011</b>   | Revised Issue Date:<br><b>3/1/2022</b>     | Next Review Date:<br><b>2/15/2023</b> | Responsible Department:<br><b>Human Resources</b> |
| Statutory References:<br><b>N/A</b>   |  | Ordinance References:<br><b>N/A</b>   |   |
| Appendices:<br><b><a href="#">Appendix A – Essential/Non-Essential Designation List</a></b> |  | Forms:<br><b>None</b>                 |   |

## 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, 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 “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.

Certain departments will define specific positions or the department as non-essential for working at a County work facility. Employees in this group are either able to telework (Telework Able), or unable to telework (Non-Telework Able). Non-essential Telework Able employees should telework. Non-essential Non-Telework Able employee should not report for their regularly scheduled shift and should use the CLOSE Code for reporting off-time for their 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 a County Facility for work. An employee who is scheduled to work and is Non-Telework Able will instead record an off-time code of CLOSE, in place of their regular shift hours. An employee who is scheduled to work and is Telework Able should telework.
- C. Telework Able Employee. A non-essential employee who has the ability to telework from a non-County facility. The employee has the necessary telework equipment to perform many of their regular work tasks.
- D. Non-Telework Able Employee. An employee who is scheduled to work but is unable to telework, either due to work tasks that require performance at a County facility, or the employee lacks the necessary equipment to telework. Not having the necessary equipment includes having left such equipment at their County work site. Such employees should use the CLOSE (off-time code) Code for recording off-time during their regularly scheduled work time which has been interrupted due to the snow day declaration.

- E. 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.
- F. 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 defined as being essential to performing duties during the snow day/emergency, 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 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](#).
- iii. 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
- 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 – Telework Able

- 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, and the employee is “Telework Able”, then the employee shall work from their telework location.
- ii. When a snow day/emergency is declared, Telework Able employees should work their regular workday and record their time similar to other workdays.
- iii. Telework Able employees should not be using the CLOSE (Closed Paid Leave) off-time code. The employee will not be entitled to additional off-time for the hours worked.
- iv. Employees should be aware if they are Telework Able. If employees have a question if they are Telework Able, they should contact their manager.
- v. Managers should verify that Telework Able employees are not using the “CLOSE” (Closed Paid Leave) off-time code for the day.

#### C. Non-Essential Departments/Jobs – Non-Telework Able

- 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, and the employee cannot telework, then the employee shall follow the rules for “Non-Essential Departments/Jobs – Non-Telework Able” below.

- ii. When a snow day/emergency is declared, employees in non-essential departments, who are unable to telework, 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.
  - a. 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.
- iii. If non-essential Non-Telework Able 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.
- iv. If non-essential Non-Telework Able 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.
- v. If 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.

**D. Recording Time on a Snow Day for Non-Essential Non-Telework Able Employees**

- i. General rules on recording time for employees using swipe cards:
  - a. Employee should punch in and out as they 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.
- ii. General rules on recording time for employees not using swipe cards:
  - a. 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.
  - b. For a 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.
- iii. How the CLOSE code is counted for Overtime, Seniority, Pension, Other Accrued Balances:
  - a. 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.

- b. 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.
- c. The CLOSE hours will count towards seniority hours and pension hours.
- d. We are using a distinct off-time/time away from work code so that accrued off-time hour balances will not be impacted.
- e. Other off-time/time away from work codes will not be reduced due to the use of the CLOSE code.

**E. Situations for Recording Time for Non-Essential Employees**

- i. If non-essential employee worked full shift – Telework Able and Non-Telework Able:
  - 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 the snow day.
- ii. If 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.
    - i. Non-Telework Able: 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.
      - a. 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.
      - b. Additional off-time will not be provided in the future for any employee who worked a partial or a full day on the snow day.
    - ii. Telework Able employees: Work hours will include the time it takes you to get from work to home if a snow day is declared during the day. If County declares a late start, employees should work the entire day from their telework location.
      - a. Additional off-time will not be provided in the future for any employee who worked a partial or a full day on the snow day.
- iii. If non-essential Non-Telework Able employee worked partial shift – flex-time schedule:
  - a. If 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 the snow day.
- iv. If non-essential employee, either Telework Able or Non-Telework Able, 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 the snow day should not exceed scheduled shift hours for the snow day.
  - c. Other off-time will not be provided in the future for any employee who was scheduled off for the snow day.
- v. If non-essential employee called-in off-time for full-shift:
- a. Non-Telework Able Employee:
    - i. 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).
    - ii. The total time recorded for the day shall not exceed their scheduled work hours for the snow day.
  - b. Telework Able Employee:
    - i. 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 for the off-time code that they requested. Off-time other than personal leave would require management approval.
    - ii. The total time recorded for the day shall not exceed their scheduled work hours for the snow day.
- vi. If non-essential employee did not work due to Snow Emergency:
- a. Non-Telework Able:
    - i. 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 the snow day.
  - b. Telework Able:
    - i. If an employee was scheduled to work their shift, and is able to telework, but did not perform such work during the Snow Emergency, the employee will be required to use an off-time code. The off-time code hours shall not exceed their scheduled shift hours for the snow day.
- F. 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 the snow Day.

**4. REVISION HISTORY:**

| <b>Rev. #</b> | <b>Summary of Changes</b>  | <b>Date of Change</b> | <b>Author</b>     |
|---------------|--|-----------------------|-------------------|
| 4.2           | Minor change to appendix – Sheriff addl info updated   | 3/1/2022              | Una Stojsavljevic |
| 4.1           | Minor change to appendix – IMSD addl info  | 11/15/2021            | Una Stojsavljevic |
| 4             | Added clarification on telework able/non-telework able employees and use of CLOSE code for reporting off-time. | 1/26/2021             | Scott Manske      |
| 3             | <ul style="list-style-type: none"> <li>Minor changes only - updated to new template.</li> </ul>                | 12/19/2019            | Una Stojsavljevic |

| <b>Milwaukee County Department Offices Status on a Snow Day - Typical List</b>  |   |               |                                   |   |
|---|---|---------------|-----------------------------------|---|
| List may be revised as needed. Employees should contact department for current status of Essential or Non-essential Departments |   |               |                                   |   |
| DEPARTMENT  | Snow Day  | Non-essential | Additional Information            |   |
| 1000  | COUNTY BOARD  | Closed        | Non-essential                     |   |
| 1011  | COUNTY EXECUTIVE-GEN'L 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                     | *Certain positions are defined as Essential to the operation of the County networks and may be required on site in the event of an outage. Department has a list of Essential/Critical positions. |
| 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                         | 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.                             |
| 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<br>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 SVCS                               | Open          | See List                          | Certain positions are defined as Essential to the operation of the BHS, 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 -<br>except for Detention Center | Closed        | Non-essential<br>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 -<br>DETENTION CENTER            | Closed        | Non-essential<br>Except as Noted: | Follow internal Detention Center directive, regarding severe weather.   |
| 9000  | PARKS   | Closed        | Non-essential<br>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<br>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                     |   |