

RESOLUTION # \_\_\_\_\_

**PERSONNEL POLICY RESOLUTION**  
**LARAMIE COUNTY, CHEYENNE, WYOMING**

**IT IS HEREBY RESOLVED** by the Board of County Commissioners, Laramie County, Cheyenne, Wyoming, in accordance with applicable state statutes, the following Personnel Policy, Emergency Closure Pay, is adopted to govern all employees of Laramie County, see attached. This policy replaces any prior policy and practices governing all employees of Laramie County. All other personnel policies not directly modified remain unchanged.

**APPROVED AND ADOPTED** this \_\_\_\_\_ day of March, 2023

BOARD OF LARAMIE COUNTY COMMISSIONERS

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Laramie County Clerk

Reviewed and approved as to form:

  
\_\_\_\_\_  
Laramie County Attorney's Office



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Emergency Closure Pay	<b>APPROVAL DATE</b> 7/17/1990
<b>SECTION</b> Workplace Expectations	<b>REVISION DATE</b> 12/20/2016

The Board of County Commissioners may declare County offices closed due to dangerous conditions including weather. Employees will be notified of any closures through the mass warning system. Employees may refer to the Laramie County Snow Plan, if applicable, and may expect direction from the Elected Official, Department Director or Manager.

Employees may be paid for an Emergency Closure declared by the County Commissioners at their regular rate of pay. Employees who are not willing, ready or able to work will not be eligible for Emergency Closure pay. If an Emergency Closure occurs during an authorized leave, Emergency Closure Pay may not be substituted for, or in addition to, other leave taken. Employees in classified positions that are non-benefited, such as temporary or as-needed, will not be eligible for Emergency Closure Pay. Emergency Closure pay only applies when the County Commissioners close a County facility and only to those whose workspace is primarily assigned to that location. This does not apply to zone closures, as indicated in the Laramie County Snow Plan, that do not involve a closure of a county facility. In these situations, employees would be required to use their accrued leave time, accrued vacation first, if they are unable to report to work. Absences in these circumstances are not subject to the Attendance Policy unless they are designated emergency vital personnel.

When the County is officially open for business, employees who are unable to report for work, even due to weather conditions, must request other leave according to policy, as Emergency Closure Leave is not applicable.

### **Exceptions**

Designated emergency vital personnel (Sheriff's Department, Emergency Management Agency, Combined Communications Center, Coroner) are not eligible for Emergency Closure Leave. Public Works employees are not eligible in weather-related emergencies.