

## RESOLUTION NO. 2013-1361

### A RESOLUTION REGARDING OPERATIONS DURING PERIODS OF INCLEMENT WEATHER

WHEREAS, Atchison County is committed to providing high quality public service, including many emergency-related functions, in all types of weather; and

WHEREAS, Atchison County is likewise committed to the safety and security of its citizens and staff; and

WHEREAS, severe weather conditions may prevent employees from reporting to work or cause some to report late, or require others at work to depart earlier than scheduled;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ATCHISON COUNTY, KANSAS AS FOLLOWS:

1. As a service organization, Atchison County's policy is to remain open during normal business hours.
2. Employees are expected to report for work at their assigned times and schedules, and to remain at work throughout the course of their regularly scheduled workday, regardless of weather conditions.
3. Employees who believe they cannot safely travel to or from work due to weather conditions should contact their supervisor for prior approval. Requests to leave early shall likewise be made to the immediate supervisor. Employees not reporting to work, reporting to work late, or leaving early *without the prior approval of their immediate supervisor* shall be subject to discipline.
4. Employees not reporting to work, reporting to work late, or leaving early

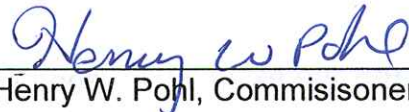
due to weather shall use vacation leave, sick time, or leave without pay. At the discretion of the department head, employees may make up missed work time, but only within the same workweek as the time missed.

5. This Resolution shall be effective from and after its adoption by the Board of County Commissioners.

ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS of Atchison County, Kansas, this 18 day of March 2013.

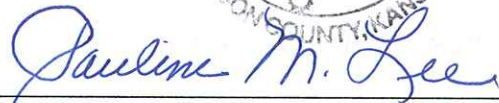
By:   
Jeffery D. Schuele, Chairman

By:   
Mike Bodenhausen, Commissioner

By:   
Henry W. Pohl, Commisisoner

ATTEST:



  
Pauline M. Lee, Atchison County Clerk