BURNETT COUNTY
ADMINISTRATION AND HUMAN RESOURCES

Burnett County Government Center
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Nathan Ehalt
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Lynn Blahnik
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Payroll Benefit Coordinator

Marcy Thalacker
Human Resources Generalist

October 30, 2015

TO: Burnett County Government Center Employees

FROM: Nathan Ehalt – County Administrator N.A.E

RE: Closing of Government Center Due to Inclement Weather

The following guidelines shall apply to inclement weather situations:

1. Each employee accepts the responsibility for reporting to work at his/her regularly scheduled time regardless of prevailing weather conditions.

2. If the employee will be late for work or absent, he/she shall immediately call his/her supervisor.

3. Employees not reporting to work are required to use accrued leave; compensatory or PTO.

4. When weather conditions reach such severity, in the opinion of the County Board Chair or designee, to warrant closing of various County Offices, the County Clerk and County Administrator will relay the decision to department heads. If offices are officially closed for a full day, employees who were scheduled to work will receive their normal full or scheduled day's pay. If offices are closed for a part day, only those employees who worked the opened part of the day will be paid for the normal full day. Employees working in operations where they cannot be released early due to the nature of the service provided will be required to complete the normal workday.

5. In all circumstances of inclement weather, the decision of the County Board Chair or designee shall be controlling.

The decision to close the Government Center will be relayed by the County Clerk to the following radio stations and will be announced on the air:

WCMP - Pine City	1350 AM 100.9 FM
WJMC - Rice Lake	1240 AM 96.1 FM
WGMO - Shell Lake	95.3 FM
WCSW - Shell Lake	940 AM
WXCX - Siren	105.7 FM
WLMX - Milltown	104.9 FM
WCCO - Twin Cities	830 AM

This decision will also be displayed on the Burnett County Website located at: http://www.burnettcounty.com.