

## **ADMINISTRATIVE BULLETIN NO. 7**

*Issued: Aug. 24, 1999*  
*Replaces Bulletin No. 272*

**SUBJECT: PROCEDURES FOR WORK SITE OR FACILITY CLOSURES DUE TO HAZARDOUS CONDITIONS OR NATURAL DISASTER**

### Purpose

This is to specify the procedures to be used in the event of a natural disaster or other hazardous condition which prevents employees from performing their job duties and responsibilities at their designated work site/location.

### Authorization

1. The County Administrative Officer or his/her designee, in consultation with the affected department head(s), may authorize the temporary closure of a County facility, excepting those facilities otherwise provided for by statute, e.g. juvenile detention facilities.

### Procedure

1. The department head notifies the County Administrative Officer of a hazardous condition.
2. The County Administrative Officer authorizes closure of the facility, if necessary, directs that the closure be televised on KGOV and all Kern Alert recipients be notified via page, and directs that the employee call-in phone line recording (661-868-2300) reflect the status of the facility and any instructions for employees.

### Provisions

1. If a hazardous condition or natural disaster necessitates the temporary closure of a County facility, regular, non-emergency employees who are scheduled to work will receive their regular rate of pay during their absence from work due to the closure for a maximum of one work shift. Affected employees must remain available to return to the work site during the time for which they are being paid and are required to verify the continued closure of the facility through the employee call-in phone line or as televised on KGOV.
2. Affected employees may be assigned to an alternate work site by their department head or his/her designee. Employees will be directed to report to an alternative work site through either the employee call-in phone line, televised broadcasts on KGOV, or direct telephone communication.
3. If a facility is closed for more than 24 hours, and the affected employees are not assigned to an alternate work site, payment of regular salaries will be as

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determined by the Board of Supervisors.

4. In the event a hazardous condition or natural disaster prevents employees from reaching their designated open work site, or if an employee requests to leave a work site early due to the hazardous condition or natural disaster, the absence will be charged, at the option of the employee, either to vacation time, compensatory time off, or leave without pay except as prohibited by County Ordinance Code § 3.08.510(C) regarding employees classified as "exempt" by the Fair Labor Standards Act.
5. During any local emergency declared by the proper authorities, each department will deploy all available employees as specified in their departmental emergency plan, as applicable, and by the Kern County Emergency Plan.