

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 05-006**

**Adopting a Hazardous Conditions and Administrative Closure Policy**

**The Multnomah County Board of Commissioners Finds:**

- a. The Chair has authority to direct county officers and employees to perform or facilitate emergency services (MCC § 7.905). The Chair also determines when to close or curtail County operations and allow employees to leave work early due to situations affecting employees' health or safety. Such administrative closures may be due to inclement weather, natural or other disasters, or the presence of hazardous materials or chemicals.
- b. Under MCC 9.030, county personnel rules may be adopted by Board resolution or by Chair Executive Rule. On September 9, 2002, by Executive Rule 270, the Chair adopted the current personnel rules, including MCPR 3-15 Inclement Weather and Natural Disaster.
- c. Procedures should be developed for designating employees who are required to report for duty regardless of administrative closures, to perform emergency-related functions and other services essential to the public health and safety (essential employees).
- d. The Board wishes to clarify administrative closure authority, require designation of essential employees, and allow employees to adjust work hours to make up for weather-related absences.
- e. Some existing labor agreements and personnel rules were silent on the procedures necessary for administrative closures. The language of this amended rule was reviewed and approved by all of the bargaining units of the County.

**The Multnomah County Board of Commissioners Resolves:**

- 1. The Chair, Sheriff, Auditor, and District Attorney may determine administrative closures for their operations and shall develop procedures for designating essential employees.
- 2. Employees may, at the discretion of their supervisor, be allowed to adjust their work hours within the work week to make up for late arrivals and early departures

provided that no overtime or compensatory time is earned as a result of the adjustment.

3. The Chair is directed to amend Executive Rule 3-15 to implement this policy.

ADOPTED this 6th day of January, 2005.

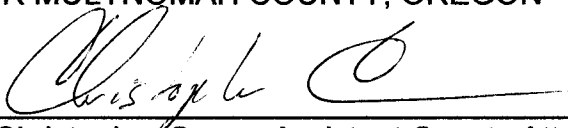


BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
Christopher Crean, Assistant County Attorney