



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: March 13, 2023

TOPIC: Policy on Closing of Administrative Offices

BACKGROUND BRIEF:

Administration is requesting that village council adopt a resolution establishing policies and procedures for the closure of village administrative offices during inclement weather or other conditions. The village experiences a perennial dilemma in determining when and how to close village offices due to weather conditions and other adverse events, and it is necessary to have clear, concise, and consistent policies and procedures to handle these situations.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To adopt the following resolution establishing policies and procedures for the closure of village administrative offices as recommended by the Village Manager:

VILLAGE OF LAKE ORION

COUNTY OF OAKLAND

STATE OF MICHIGAN

RESOLUTION NO. 2023-_____

A RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR THE CLOSURE OF VILLAGE ADMINISTRATIVE OFFICES.

WHEREAS, Section 3.12 of the village charter governs the duties of administrative officers of the village and the performing of such duties as are provided for such officers by state law, the village charter, the village ordinances, and the administrative directives of the Village Manager; and

WHEREAS, the Village Council and Village Manager have determined that it is necessary to establish clear, concise, and consistent policies and procedures for the closure of the village's administrative offices due to inclement weather or other conditions;

NOW, THEREFORE, BE IT RESOLVED that the Village Council of the Village of Lake Orion does hereby adopt the following policies and procedures for the closure of village administrative offices:

PURPOSE

This policy provides clear, concise, and uniform policies and procedures for the closure of village administrative offices due to inclement weather or facility conditions.

POLICY

Section 1. Closure of administrative offices due to inclement weather. The administrative offices of the village shall be closed due to inclement weather whenever the Lake Orion Community Schools declares a closing of its schools or when the Village Manager determines that conditions warrant the closing of offices due to protection of employee and public safety, lack of adequate staffing, facility power outage or other adverse facility conditions preventing administrative operations, or other serious conditions as determined by the Village Manager.

Section 2. Closure of administrative offices due to adverse facility conditions. The administrative offices of the village shall be closed due to circumstances other than weather conditions whenever the Village manager determines that conditions warrant the closing of offices due to protection of employee and public safety, lack adequate staffing, facility power outage or other adverse facility conditions preventing administrative operations, or other serious conditions as determined by the Village Manager.

Section 3. Employee compensation. When village offices are closed due to reasons outlined in Section 1 of this policy, employees normally scheduled to work on the day of closing will receive their normal compensation for the scheduled work. If village offices are open, and an employee is not able to report to work for his or her normal schedule, the employee will be required to use available vacation, personal, compensatory, or sick leave time for his or her absence from work. If the employee has no available leave time, the employee will not be compensated for the missed work time.

Section 4. Employee, public, and village council notices of office closure. The Village Clerk will be responsible for coordinating and ensuring appropriate and timely notice to employees, the public, and village council of all closings of the administrative offices of the village. At a minimum, and to the extent that conditions permit, a notice will be prominently displayed on the village's web site home page, at all public entrances to the administrative offices, Village of Lake Orion and Lake Orion Police Department Facebook pages, and on the governmental channels of local cable television and Orion Neighborhood Television (ONTV). The Village Clerk will also send a notice via email communication to all village council members and department directors. In addition, a mobile phone text message will be sent to all department directors and affected administrative staff who have mobile phone numbers on file with the Village Clerk.

Section 5. Essential services personnel. The Village of Lake Orion Police Department and Public Works Department, other than clerical employees, are considered essential services personnel. As such, these employees are required to report to work regardless of weather or other conditions unless otherwise determined by the Village Manager.

BE IT FURTHER RESOLVED that the village council does hereby authorize the Village Manager to issue the necessary administrative directive to effectuate this policy.