



Tenth Judicial Circuit of Michigan

Courthouse
111 S. Michigan Ave.
Saginaw, Michigan 48602
(517) 790-5488
Fax (517) 793-8180

ADMINISTRATIVE ORDER 1999-1J

LEOPOLD P. BORRELLO
CIRCUIT JUDGE

UNSCHEDULED COURT CLOSING DUE TO WEATHER EMERGENCY

70th District Court 1999-01J

Saginaw Probate Court 1999-03J

WEATHER EMERGENCY POLICY

IT IS ORDERED:

This administrative order is issued in accordance with MCR 8.112, and shall be effective April 15, 1999. The purpose of this order is to provide for an orderly procedure to be followed by the 10th Circuit Court; the 10th Circuit Court Family Division; the 70th District Court; and the Saginaw County Probate Court in the event of extreme weather emergencies.

A. APPLICABILITY

This policy is adopted by and is applicable to the 10th Circuit Court, the Family Division of the 10th Circuit Court, the 70th District Court, and the Probate Court of Saginaw County. The policy also applies to the Juvenile Detention Center, and the Saginaw County Friend of the Court.

B. GENERAL POLICY

It is the policy of the Courts of Saginaw County to remain open and to provide service to the public during all normal working hours as established by the Saginaw County Board of Commissioners. The Courts recognize that inclement and severe weather conditions may occur which may result in the closing of some or all of the Courts' facilities. The Courts also recognize that certain essential operations, such as the Juvenile Detention Center, must remain staffed and operational even if a weather emergency has forced the closure of other Court operations.

C. PROCEDURE IN THE EVENT OF A WEATHER EMERGENCY

1. By resolution dated December 18, 1990, the Saginaw County Board of Commissioners have designated the Saginaw County Controller as the County Official with authority to declare the closure of any County owned facility in the event of a snow emergency. (copy attached)

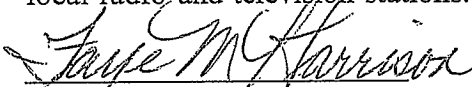
2. In the event that the Saginaw County Controller orders the closure of any County facility where a Court is located due to a weather emergency, the Court shall obey the closure directive. Court employees will charge time off in a manner consistent with the action taken by the funding unit with regard to non-Court County employees, and consistent with the current collective bargaining agreement applicable to that Court.

3. The Chief Judge of each Court may initiate the process of determining whether a closure of a Court facility should occur due to weather emergency, by contacting and consulting with the Saginaw County Controller. In determining whether to contact the Controller, the Chief Judge shall consider the public interest in keeping the Court facility open and operational, as compared to the potential danger presented to the public, litigants, jurors, witnesses, and Court staff in traveling to or remaining in the Court facility.

4. In the event that the Court closes and releases its employees, but the County Controller does not order the closure of the facility housing that Court, employees of that Court must use accumulated leave time, or take unpaid leave, unless the current collective bargaining agreement applicable to that Court provides otherwise.

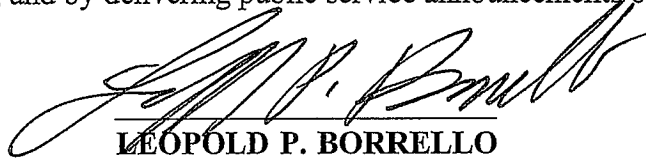
D. NOTIFICATION OF WEATHER EMERGENCY AND CLOSURE

A closure determination shall be announced to court employees, the public, and all appropriate law enforcement agencies by a means reasonably designed to assure notice to employees and the public. At minimum, public notice will be made by posting a written notice at the public entrances of the Court facility, and by delivering public service announcements over local radio and television stations.



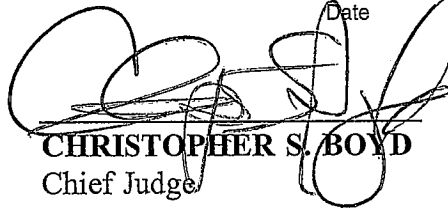
FAYE M. HARRISON
Presiding Judge, Family Division
10th Circuit Court
Chief Judge
Saginaw County Probate Court

3-29-99
Date



LEOPOLD P. BORRELLO
Chief Judge
10th Circuit Court

3-29-99
Date



CHRISTOPHER S. BOYD
Chief Judge
70th District Court

3-29-99
Date

COUNTY OF SAGINAW

*Saginaw
Snow Day*

COUNTY CONTROLLER
FRED D. TODD



GOVERNMENTAL CENTER 111 S. MICHIGAN AVE. SAGINAW, MICHIGAN 48602 PHONE 790-5210

December 20, 1990

M E M O

To: Elected Officials and Department Heads

Fr: Fred D. Todd, County Controller *FDT*(c)

Re: Snow Day Policy

At the December 18, 1990 Board the Commissioners adopted Resolution F, "Saginaw County Snow Day Policy". A copy of the resolution and policy is attached for your information.

Please do not hesitate to contact me if you have any questions.

FDT:cjs



Cathy J. Snyder, Administrative Assistant
Wilmer S. Young, Chief Accountant
Donald W. Johnston, Personnel Director
Dorene E. Webster, Purchasing Agent

RESOLUTION "F"

SAGINAW COUNTY SNOW DAY POLICY

WHEREAS, The County of Saginaw desires to formalize a Snow Day Policy in an effort to define and clarify the proper procedure to be followed in the event of inclement weather and to communicate the same to County employees and officials; and

WHEREAS, The Saginaw County Controller has surveyed neighboring counties in the State and investigated various alternatives and related costs; and

WHEREAS, Based on the Controller's study of possible policies the Executive Committee has recommended to the Board that a formalized Snow Day Policy be adopted.

NOW, THEREFORE, BE IT RESOLVED, By the Saginaw County Board of Commissioners on this 18th day of December, 1990 as follows:

1. That the Board of Commissioners hereby approves and adopts this Saginaw County Snow Day Policy in the form attached as Appendix A to this Resolution;
2. The effective date of this Resolution is the date of adoption by the Saginaw County Board of Commissioners; and
3. The Board of Commissioners shall annually review this policy and make appropriate amendments.

Respectfully submitted,

EXECUTIVE COMMITTEE
Al Holiday, Chairman

APPENDIX A

SAGINAW COUNTY SNOW DAY POLICY

GOALS:

The goals of this policy are:

1. To formulate a formal written County policy with respect to snow days;
2. To define and clarify proper procedure to be followed in the event of inclement weather and to communicate same to County employees and officials;

POLICY:

It is the policy of the Saginaw County Board of Commissioners that County programs, activities and operations will never fail to open due to inclement weather but rather, will be open each and every business day. In instances where County staff are unable to travel from home to their work location because of weather, the affected staff must utilize their vacation time, personal time, or accept unpaid leave.

In certain extreme instances, the County Controller with the permission of the Chairman of the Saginaw County Board of Commissioners may close the Courthouse and other related County administrative offices and programs, excluding twenty-four hour operations, after 3:00 p.m. on any business day because of weather. Employees shall be compensated for the full day in those rare instances.