

Memo

Date: September 18, 2006

To: All Clerk Staff

From: Dwight E. Brock,
Clerk of the Circuit Court

Subject: Reporting To Work And Pay Policies For
Emergency Situations

In order to ensure agency wide understanding and consistency during emergency situations such as inclement weather, natural disasters, or other emergencies, the policies and procedures below shall be followed effective immediately.

Reporting to Work

- 1) Employees are expected to report to work unless otherwise directed. The “official” notification whether the Clerk’s Agency will be open or closed shall be posted on the Clerk’s website at www.collierclerk.com and available by calling 252-6879 which will have a recorded message. Please check one of these sources in the morning prior to leaving and reporting to work. This information will be available by 7:00 a.m.
- 2) When the Clerk’s offices are reopened, employees are expected to report back to work. If an employee is unable to return to work for any reason following the office closure, vacation and/or personal leave if available must be used. All staff are expected to return to work when the offices are reopened.