

CLOSING OF FACILITIES

Cass County non-emergency offices

When it is deemed to be in the best interest of the public of Cass County to close the buildings or curtail services based on actual or forecasted hazardous weather conditions or other emergencies, as a result of inclement weather or other emergency, such determination shall be made by the Chairperson of the Cass County Board of Commissioners, or the Chairperson's designated representative.

If any office is closed without this authorization, all employees who have lost time shall not be paid for such lost time.

The Closing Policy includes all Cass County non-emergency offices.

If the closing is due to weather conditions, the following guidelines are in effect:

1. All information concerning weather and road conditions should come from the Cass County Sheriff's Office, who will confer with the Cass County Road Commission and the Cass County Office of Emergency Management.
2. The Administrator or the Cass County Chairperson, in his/her absence, will be contacted by a representative of the Cass County Sheriff's Office by 4:30 a.m. of any weather condition of concern. The Cass County Administrator will contact the Chairperson of the Cass County Board of Commissioners or the Vice-Chairperson, in his/her absence.
3. In situations where reliable forecasts indicate severe weather is likely to impact travel or operations, the Chairperson or designee, in consultation with the County Administrator, Sheriff's Office, and Office of Emergency Management, may make a closure or delayed-opening decision the evening prior or at any time deemed necessary to ensure public and employee safety.
4. Where practicable, the Chairperson of the Cass County Board of Commissioners or their designee will decide by 5:30 a.m. on the closing or delayed opening of Cass County facilities and offices and will notify the Cass County Administrator. The Cass County Administrator or the Cass County Chairperson, in his/her absence, will notify the Cass County Clerk and Marketing and Communications Manager.
5. If the Cass County Sheriff declares a road emergency and requests all non-emergency vehicles be advised to avoid highway travel for non-emergency purposes, Cass County facilities and non-emergency will be closed. The Sheriff will notify the Chairperson of the Cass County Board of Commissioners or the Vice-Chairperson, in his/her absence.
6. The Cass County Clerk will notify the news media. The Marketing and Communications Manager will notify county employees via the county text notification system. Cass County employees should also monitor local news sources for closing announcements.
7. The courts shall have the authority to adjourn any and all court hearings when severe weather conditions exist, and so notify the public. However, court personnel must report for duty if the Chairperson has not closed the facilities.
8. If during the normal county hours of operation, severe weather information is received from the Cass County Sheriff's Office and/or the Cass County Office of Emergency Management, they will advise the County Administrator and based on that information a decision will be made by the Chairperson of the Cass County Board of Commissioners or his/her designee as to the early closing of Cass County facilities and non-emergency offices.
9. All employees are expected to report for work when Cass County facilities and non-emergency offices are open. Employees unable to report to work must use available ETO, comp time, and/or vacation time. If any employee does not have sufficient time available, he/she shall not be paid for lost time.

ADOPTED: 01/21/2016

AMENDED: 02/19/2026