

FORTY-FIFTH JUDICIAL CIRCUIT OF MICHIGAN

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ST. JOSEPH COUNTY PROBATE

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3B DISTRICT COURT, ST. JOSEPH COUNTY

Jeffrey C. Middleton, Chief Judge
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Administrative Order 2007-3 (C45)
Rescinds Administrative Order 2006-02
Administrative Order 2007-1 (D03)
Administrative Order 2007-3 (P75)
Rescinds Administrative Order 2006-01

UNSCHEDULED COURT CLOSING DUE TO AN EMERGENCY

IT IS ORDERED:

This Local Administrative Order is issued pursuant to Michigan Supreme Court Administrative Order 1998-5, and after consultation with the County Board of Commissioners to provide for procedures for suspension of court operations and closure of court facilities due to an emergency. It is the court's intent to ensure that decisions regarding suspension of court operations are consistent with decisions made regarding county operations to the extent possible without undue disruption of service to litigants. The previous Circuit Court administrative order 2006-02 and Probate Court 2006-01 are rescinded.

Suspension of Operations

The Chief Judge of each court will consult with the County Administrator to determine if an emergency will result in a decision to close the facility where the court is located.

In the case of such emergency and decision to close the county buildings, an announcement will be authorized to be made on radio stations WMSH and WLKM. If the County buildings are closed during regular working hours employees will be notified.

Employees' Time off Due to Weather Emergencies

All employees who are scheduled to work on days when their offices or buildings are closed will receive their regular pay for that day. Employees required to work their regularly scheduled shift on these days will receive their regular pay. Employees, who are unable to report for work on days when the County offices and buildings are officially open may utilize accrued vacation time, personal leave day, comp time or non-pay status.

The court adopts the funding unit policy regarding closure due to weather which is attached.

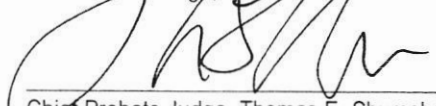
Effective Date: June 5, 2007

Date: 12-11-07




Chief Circuit Judge, Paul Stutesman

Date: 12/13/07



Chief Probate Judge, Thomas E. Shumaker

Date: 12/10/07



Chief District Judge, Jeffrey C. Middleton

THE FOLLOWING ST. JOSEPH COUNTY
POLICY CHANGE
WAS ADOPTED BY THE
ST. JOSEPH COUNTY BOARD OF COMMISSIONERS
ON JUNE 5, 2007

CLOSING OF COUNTY OFFICES/BUILDINGS

(Revised 6/5/2007)

County offices should be open to serve the public every working day from 8:00 a.m. until 5:00 p.m. including through lunch time.

In case of unusual circumstances, i.e. funerals, illness, appointments, staff shortages, etc., managers should attempt to line up temporary help, if practical, to keep the office open.

In the event an office must be left unattended, a notice should be posted on the door, notice on voice mail if available, and the switchboard operator notified to advise callers.

When it is deemed to be in the best interest of the public and the employees to close the buildings as a result of a snow emergency, tornado, power outage or other emergencies, such determinations shall be made by the Chairman of the Board of Commissioners or designee, after consultation with the County Administrator, Emergency Services Coordinator or other applicable individuals. In the case of such emergency and decision to close the County buildings, an announcement will be authorized to be made on local radio and television stations. Attempts will be made to contact department managers and they will contact their staff.

All employees who are scheduled to work on days when their offices or buildings are closed will receive their regular pay for that day. Employees required to work their regularly scheduled shift on these days, will receive their regular pay. Employees who are unable to report for work on days, when the County offices and buildings are officially open, shall timely contact their department manager or designee to advise they are unable to report and why. They may utilize accrued vacation time, personal leave, compensatory time, or if they have none, they will not be paid. If an employee does not notify the department manager of their choice of paid leave to be used, the manager shall first use compensatory time if any, next personal leave, next vacation leave and if none available, the employee will not be paid for the time missed.

{Policies}
Approved 6/5/07