



KALAMAZOO COUNTY DISTRICT COURT

North Location

227 West Michigan Ave
Kalamazoo, MI 49007
Ph: (616) 384-8171
Fax: (616) 384-8047

Central Location

416 South Rose Street
Kalamazoo, MI 49007
Ph: (616) 384-8020
Fax: (616) 383-8899

South Location

7810 Shaver Road
Portage, MI 49024
ph.: (616) 329-4595
Fax: (616) 329-4519

ADMINISTRATIVE ORDER 1999-4

UNSCHEDULED COURT CLOSING DUE TO WEATHER EMERGENCY

IT IS ORDERED:

This administrative order is issued under the authority of Supreme Court Administrative Order Number 1998-5(VI)(1) and MCR 8.112(B). The purpose of this order is to provide a method, consistent with the court's funding unit, Kalamazoo County, for closing 8th Judicial District Court in weather emergencies. Local Administrative Order 1999-1 is rescinded and replaced by LAO 1999-4.

1. In the event of a weather emergency, District Court will be closed at the direction of the Chief Judge in accordance with Kalamazoo County personnel policy number 6.00 Working Conditions (6.06 Closing of Buildings), attached for reference.
2. The Chief Judge will take all steps necessary for the availability of a judicial officer to meet due process demands during the closure.
3. Filings and payment deadlines which fall on the date of a court closure will be extended to the next business day of the court.

DATE: April 5, 1999

VINCENT C. WESTRA, Chief Judge

6.00 WORKING CONDITIONS

6.06 Closing of Buildings

When it is deemed to be in the best interest of the employees to close the buildings or curtail services as a result of snowstorms, tornadoes, or other such emergencies, the determination shall be made by the Chairman of the Board of Commissioners and/or the designated representative. Closing of buildings before or after working hours will be through announced local mass communication media. In the case of such an emergency and decision to close the County buildings, if it is during the business day the Human Resources Department will notify Departments.

All employees who were scheduled to work on days when their offices or buildings were closed due to inclement weather or emergency will receive their regular pay for that day. Those employees, scheduled to work, who are sent home due to an official closing will receive their regular pay for the remainder of their scheduled shift. Employees required to work their regularly scheduled shift on these days, due to emergency operations, will receive their regular pay. If an employee is working at a building which is in operation and other buildings are closed, they are to remain at work.

Employees are considered to be on call during their regular scheduled working hours and should call in or stay tuned to the local mass communication media. If the problem is resolved and their building reopens, employees will be expected to report to work immediately which may be the same day the building reopens.

Employees who are unable to report to work on days when the County offices and buildings are officially open may utilize accrued vacation time, personal leave, or non-pay status.