

County Council of Cuyahoga County, Ohio

Ordinance No. O2025-0009

Sponsored by: Cuyahoga County Executive Ronayne/Department of Human Resources Co-sponsored by: Councilmembers Turner, Sweeney and Conwell	An Ordinance providing for the adoption of modifications to Sections 6.09 and 6.13 of the Cuyahoga County Employee Handbook, in accordance with Section 302.01 of the County Code; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Executive/ Department of Human Resources has recommended amending Sections 6.09 (Telecommuting) and 6.13 (Inclement Weather, Emergencies or Events Impacting Operations) of the Human Resources Policies and Procedures Manual, otherwise known as the Employee Handbook; and

WHEREAS, pursuant to Article IX, Section 9.01 of the County Charter, the County's personnel policies and systems shall be established by ordinance; and

WHEREAS, in accordance with Section 302.01 of the County Code, County Council has previously approved versions of the County's Employee Handbook, which is amended herein, and which may be amended in the future; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of the County.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. Adoption of Revised Employee Handbook: In accordance with Section 302.01 of the County Code, Council hereby adopts a modified Section 6.09 (Telecommuting), as well as a modified Section 6.13 (Inclement Weather, Emergencies or Events Impacting Operations) of the County's Employee Handbook as set forth in Exhibit A attached hereto, to remain in full force and effect, to be applicable to all non-bargaining County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended Handbook to all employees subject to

the Handbook, in accordance with the Department's usual method of dissemination.

SECTION 2. Applicability of the modified Sections 6.09 and 6.13 to bargaining unit employees is subject to the terms of their respective collective bargaining agreement and Chapter 4117 of the Ohio Revised Code.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

On a motion by Mr. Miller, seconded by Mr. Casselberry, the foregoing Ordinance was duly enacted.

Yeas: Casselberry, Gallagher, Schleper, Conwell, Jones, Turner, Houser, Simon, Kelly, Sweeney and Miller

Nays: None

<u>Dale Miller</u>	<u>12/10/2025</u>
County Council President	Date

<u>Chris Ronayne</u>	<u>12/10/2025</u>
County Executive	Date

<u>Andria Richardson</u>	<u>12/10/2025</u>
Clerk of Council	Date

First Reading/Referred to Committee: November 12, 2025
Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested in Committee: November 18, 2025

Additional Sponsorship Requested on the Floor: November 25, 2025

Journal CC060
December 9, 2025

EXHIBIT A

6.09 Telecommuting

The eCounty does not permit permanent telecommuting arrangements. Employees may, however, be permitted to **telecommute** ~~work outside the office~~ on a temporary or occasional basis for dependent care, inclement weather, illness, disability, or caring for an ill family member, **temporary unplanned transportation emergency, or a special event impacting transportation to the assigned work location. In addition, employees may be permitted to telecommute on an occasional basis to work before or after events or appointments that could not be scheduled at the beginning or end of the workday. The County Executive or designee may also require employees to telecommute during emergencies or events impacting operations.**

Each department director, in consultation with Human Resources, may determine whether an employee may work out of the office on a temporary or occasional basis for one of these reasons on a case-by-case basis. **Telecommuting shall not be authorized if management determines it will adversely impact County operations.**

Employee telecommuting requests will be coordinated with existing Remote Work Agreements if applicable. Management may request documentation to support telecommuting requests.

Any temporary or occasional telecommuting arrangements shall not extend beyond the existence of the underlying need for such arrangement, and in no case shall such arrangement extend beyond 90 calendar days without approval from the County Executive or ultimate appointing authority. Employees working out of the office are required to truthfully and accurately report their time. Supervisors of employees working out of the office are responsible for ensuring such work arrangements are not abused. Falsification of time and attendance records may result in discipline. If an employee's temporary work arrangement is insufficient to meet county business needs, the employee may be required to return to working in the office or to use applicable leave time. The Department of Human Resources shall consult with the County's Risk Management Division to ensure out-of-office work arrangements do not expose the county to unduly high workers' compensation claims or other liability.

6.13 Inclement Weather, Emergencies or Events Impacting Operations

Suspension of Operations

As a general practice, the County does not interrupt normal business hours or close buildings unless the health, safety and/or security of County employees are threatened. The County may close buildings, delay opening, suspend operations or release employees early because of civic events or, acts of God, such as power failure, hazardous weather conditions, etc. These situations may necessitate the suspension of operations,

closing of buildings, delayed opening or early closing of buildings and/or ceasing all work activities.

Certain jobs are considered essential during an emergency and require designated personnel to be present for work. **Personnel who are not required to be present at a County facility may be required to telecommute during such events. For each such event,** employees should consult with their supervisor or department director to determine if they are ~~considered an essential employee~~ **required to be present for work or to telecommute.**

Notification

In the event of an emergency, the County Executive, or their designee, will be responsible for initiating emergency operating procedures.

If the County Executive decides to suspend operations, close County buildings, delay opening, or close a building early, the County's Department of Communications is responsible for initiating general notification to County employees and the public. The information may also be disseminated by other authorized sources.

Employee notifications can occur in multiple ways, for example:

- contact by a County official
- local media, including local radio, television stations and their corresponding websites
- The County's Internet home page at www.cuyahogacounty.us and/or intranet site
- Notification from "ReadyNotify." Employees are encouraged to register with Ready-Notify (<https://ready.cuyahogacounty.us>) to receive all emergency notifications posting on an official County social media platform

Employees are encouraged to listen to local radio and watch for television announcements during periods of adverse weather or states of emergency to determine the status of their facilities. In addition, employees can also call the County main emergency message number, (216) 443-7000, and listen to a recorded message.

Employees Working During Suspended Operations

The County may require employees to work during emergencies or when operations are suspended. Department directors are responsible for identifying, designating and notifying employees responsible for carrying out critical functions who are expected to report to work in the event of an emergency or suspended operations.

Pay Provisions During Suspended Operations

Employees ~~will be notified not to report to work or employees who are at work when an emergency or suspended operations are declared may be sent home.~~ **Employees who are**

sent home will be paid for the balance of their scheduled hours **provided they are not required to telecommute**. Employees who are required to work during suspended operations **at a County location** may receive hour-for-hour Compensatory Time or Exchange Time, for hours worked during their regularly scheduled shift depending upon their FLSA status, in addition to their regular pay.

Employees on approved leave (e.g., vacation, sick, personal day, etc.) will be charged according to their leave arrangements.

The County reserves the right to determine pay provisions based on the circumstances. Factors that may be considered include, but are not limited to, **ability to telecommute**, notice to employees not to report and duration of the emergency.

Non-Emergency Delayed Openings/Early Closings/Suspension of Operations

The County Executive may authorize the delayed opening, early closure or suspension of operations of one (1) or more buildings or offices for any reason deemed appropriate. In the event of an authorized non-emergency delayed opening, early closure, or suspension of operations, the provisions regarding notification, ~~essential~~ employees **required to working at a County location, telecommuting**, and pay provisions during an emergency shall apply.