

**Essential Positions  
for  
Weather Related Closings**

In the event that the County buildings are closed due to inclement weather such as snow or ice conditions, the Board of County Commissioners has deemed the following positions as essential and may require employees within these positions to report to work to maintain core functions. Employees are expected to report to work unless otherwise communicated by their supervisor. Employees will be compensated for regular hours worked.

**Buildings and Grounds:**

Facilities Director  
Maintenance Supervisor  
HVAC Technician  
Maintenance Worker III  
Maintenance Worker II  
Maintenance Worker I

**Dog Shelter: \*\* On call staff member**

Chief Dog Warden \*\*  
Deputy Dog Warden \*\*  
Kennel Worker

**Wood Haven Health Care:**

Essential positions are listed in the Wood Haven Health Care Supplement to the Wood County Employee Handbook.

I hereby acknowledge that if scheduled I am required to report to work in the event of a weather related closing. Keep a copy of this documentation should emergency personnel require it.

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_