



Berrien County Trial Court

Courthouse - 811 Port Street, St. Joseph, MI 49085
(616) 983-7111, Ext. 8453; FAX (616) 982-8634

John N. Fields
Chief Judge

Sandy Belter
Administrator

Administrative Order 1999-2

REGULAR COURT HOURS AND UNSCHEDULED COURT CLOSING DUE TO WEATHER EMERGENCY.

IT IS ORDERED:

Pursuant to Supreme Court Administrative Order 1998-5, the Berrien County Trial Court is issuing this Administrative Order confirming the Trial Court policy is consistent with County of Berrien employee work hours and emergency closing policies.

1. Normal Hours of Work for Court Employees.

- A. Berrien County Trial Court employees' normal workweek consists of 37.5 hours, Monday through Friday. The normal workday is 8:30 a.m. to 5:00 p.m., with an hour off without pay for lunch. These hours are consistent with other County positions, facilities and labor agreements.
- B. The exception to the hours of the funding unit are for those employees at the Juvenile Center. The Juvenile Center is a 24-hour, seven-day-a-week facility. Therefore, employees at the Juvenile Center work a normal workweek of 40 hours and a normal workday of eight hours. The schedule shifts established by the Court in conjunction with the appropriate labor agreement.

2. Holidays.

- A. The Berrien County Trial Court maintains the same holiday closings as that of its funding unit, Berrien County. Holidays recognized by the Berrien County Trial Court are as follows:

New Years Day	January 1
Martin Luther Kings' Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Spring Holiday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	
Christmas Day	December 25

Day Before or After Christmas* Last Working Day before the day on which Christmas is celebrated, except when said day is Monday or Thursday, in which case the extra holiday will be celebrated the day after Christmas.

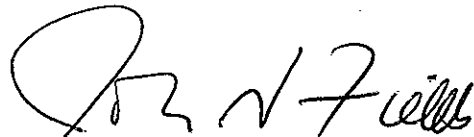
3. **Emergency Closing of County Facilities.**

- A. Subject to limits imposed by law, when it is deemed to be in the interest of public safety to close County facilities or to curtail services as a result of inclement weather or emergencies, an announcement shall be made on local radio stations before 7:30 A.M. by the Chairman of the Board of Commissioners or his/her designee. If County facilities are closed as a result of the announcement, County and Court employees regularly scheduled to work on that day shall receive a normal day's pay and shall not be expected to report to work. If a County facility is not closed during inclement weather or an emergency and if a County or Court employee is unable to report to work because of such weather or emergency condition, he or she may request the use of sick leave, compensatory time leave or vacation allowance to avoid a salary deduction and such approval shall not be unreasonably withheld.
- B. Generally, the Chairman of the Board or the County Coordinator shall contact either the Chief Judge of the Trial Court or the Trial Court Administrator. The Chief Judge or Trial Court Administrator may also contact the Presiding Judges of the other Divisions. In the event the conditions appear to be such that the Court does not want to jeopardize the safety of witnesses and/or jurors, the Court may choose to cancel Court proceedings, even if the County facilities remain open. Under those circumstances, Court employees are expected to report to work. An employee who is unable to report to work or leaves work because of weather, is required to deduct the hours missed from work from one of their leave banks. Should County facilities close after the start of the business day, appropriate notification to the public will be made by posting notices on the entrances to the facilities and by public service announcements made over local radio and television.

IT IS SO ORDERED.

Effective Date:

4/1/99
Dated



John N. Fields, Trial Court Chief Judge