MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: December 2, 2026

Department: Business Services

Title: Modification to Marion County Policy #206 and Related Procedures

Management Update/Work Session Date: 10/13/2026 **Audio/Visual aids** ☐

Time Required: 5 Minutes **Contact:** Tamra Goettsch **Phone:** x3200

Requested Action: Approve updated language included in Policy #206, Reduced Services or Temporary Closure of County Offices, and the related procedures.

Issue, Description & Background: Policy #206 and its related procedures have been reviewed, and changes are recommended to comply with ADA Title II Rule and comply with the April 26, 2027 deadline.

These changes have been reviewed by Legal Counsel.

Financial Impacts: May result in costs to the county to comply with ADA Title II Rule requirements.

Impacts to Department & External Agencies: Typical implementation of the policy.

List of attachments: Policy #206, Procedures #206-A & #206-B, and Board Order

Presenter: Tamra Goettsch

Department Head Signature: tgoettsch Digitally signed by tgoettsch Date: 2026.10.27 11:30:44 -07'00'

Marion County
OREGON

ADMINISTRATIVE POLICIES

SECTION:	General Administration			**POLICY #:**	206
TITLE:	Reduced Services or Temporary Closure of County Offices			**PROCEDURE #:**	206-A 206-B
				ORDER #:	18-103
DEPT:	Board of Commissioners			**PROGRAM:**	N/A
ADOPTED:	04/84	**REVIEWED:**	10/26	**REVISED:**	11/26

PURPOSE:

The purpose of this policy is to inform employees of their work-related responsibilities and options during inclement weather or other unexpected or unusual emergency situations.

AUTHORITY:

The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, 203.230.

The Marion County Board of Commissioners expresses the governing body's official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve to provide rules for public officials on the conduct of county business.

The Marion County Board of Commissioners' Administrative Policies and Procedures manual outlines the forms and process through which the board takes formal action on administrative policy. It is the official record of county administrative policy.

APPLICABILITY:

All Marion County departments, elected officials, employees, and volunteers.

This policy also applies to County programs, services, and activities provided to members of the public during periods when normal service delivery is materially affected by inclement weather, emergency conditions, delayed openings, reduced operations, temporary closures, relocation of services, or other disruptions.

When services, programs, activities, facilities, or normal methods of service delivery are disrupted, Marion County will take reasonable steps to ensure that individuals with disabilities are not excluded from, denied the benefits of, or otherwise discriminated against in County programs, services, and activities. The County will consider reasonable modifications to policies, practices, and procedures when necessary to provide an individual with a disability an equal opportunity to access County programs, services, and activities, unless the

modification would fundamentally alter the nature of the program, service, or activity. The County will also provide effective communication and, when necessary, appropriate auxiliary aids and services.

GENERAL POLICY: Marion County provides an array of services that must be staffed during inclement weather and other emergent events. In deference to the significant number of employees performing essential functions, it is the county's general policy to keep facilities open and accessible to the public during inclement weather events. Although a county facility is open, services and staffing levels operating out of the facility may be temporarily reduced.

DEFINITIONS:

Unusual or Emergency Situation: May include but is not limited to fire; bombs; device threats; building and/or property damages; structure failures; utility failures; natural disasters; hostage or trauma situations; emergencies declared by local/state/national government; or other unexpected or unusual reasons.

POLICY GUIDELINES:

1. RESPONSIBILITIES

1.1. The county intends to keep facilities open and accessible to the public under most inclement weather scenarios.

1.2. Employees shall assume that all county offices are open and operational unless the CAO or designee has declared the offices closed.
1.2.1. In the event of inclement weather, all scheduled employees shall make a reasonable effort to report to work. This includes but is not limited to allowing sufficient travel time and using alternate routes or alternate methods of transportation.
1.2.1.1. If unable to report to work in a safe manner, employees shall follow the process outlined in the accompanying procedure, and their department's protocols for requesting time off.

1.3. The chief administrative officer (CAO) or designee, in consultation with the commissioner identified as the emergency management board designee, and emergency and risk management staff, shall determine when conditions require the county to temporarily reduce or close its public business operations.

1.4. The county may respond to inclement weather or other unexpected or unusual emergency situations in one of three ways, depending on the situation:
1.4.1. Normal operations: Facilities remains open and accessible to the public.
1.4.2. Emergency closure: When conditions require a facility to be closed because it is unsafe or unusable, the CAO or designee, consistent with the authority described above, may direct the facility to be closed to the public and staff.
1.4.3. Curtailment: Individual facilities are open and accessible to the public, with county administration actively assessing the situation for potential limited operations.
1.4.4. Emergency closure: If the board of commissioners deems a facility to be unsafe or unusable, the facility will be closed to the public and staff.

1.5. In circumstances not requiring a countywide closure, the CAO may authorize department heads to determine limited closures by building, service, or function necessary to provide a safe work environment for employees, and to deliver essential services.

1.5.1. Department heads may not reduce county operations without prior approval of the CAO.

1.5.2. When a closure, delay, relocation, or reduction in service affects access to a County program, service, or activity, the responsible department shall consider reasonable alternatives to maintain access for individuals with disabilities. Alternatives may include an accessible alternate entrance or route, relocation to an accessible location, telephone/electronic/remote service, an adjustment in how the service is provided, additional time, or another reasonable method that provides an equal opportunity to participate.

1.5.3. Reasonable modifications shall be considered and, when necessary to provide an equal opportunity to access or participate in a County program, service, or activity, shall be provided unless the County determines that the requested modification would fundamentally alter the nature of the program, service, or activity. Requests that cannot be resolved at the department level shall be promptly escalated to the designated County ADA Coordinator or other appropriate County official.

1.5.4. The County shall take appropriate steps to ensure that communications regarding closures, delays, reduced services, relocated services, and emergency conditions are accessible to individuals with disabilities. When necessary for effective communication, the County should provide appropriate auxiliary aids and services.

1.6. Reduced operations or closures of county facilities will be noticed through the Alerts and Emergencies page of the county's website and other County-approved notification methods appropriate to the circumstances.

1.6.1. Public notification regarding closures, delays, reductions in services, changes in service location, or alternative methods for obtaining services should use multiple communication methods appropriate to the circumstances, which may include the County website, central information phone line, electronic or text alerts, email, social media, local/regional/internet newspapers, radio and television, other emergency notification systems, and other accessible communication methods.

1.6.2. When a closure, delay, relocation, or reduction in service affects access to a County program, service, or activity, public notification should identify, when available, whether the service remains available; the alternate location or method for obtaining the service; accessible access or transportation information when applicable; how to request a reasonable modification; how to request an auxiliary aid or service for effective communication; and a telephone number or other accessible method for obtaining additional assistance.

1.7. Status of operations or closures will also be updated on the central information phone line. Phone: 503-589-3226 or 1-866-683-1367.

1.7.1. Public-facing closure and service information should be provided in accessible formats and, when practicable, through both visual and auditory/electronic methods so that individuals with different disabilities have meaningful access to the information.

1.8. It is incumbent on the employee to monitor the county website and check the central information

phone line in the event or anticipation of an event that may interrupt county operations or close facilities. Periodic status updates will be made in accordance with the notification procedure.

1.8.1. Departments shall use Procedure 206-B, ADA Title II Emergency Closure Checklist, when a facility or office may close or delay opening, a County program/service/activity may be reduced, relocated, or suspended, an emergency affects normal public access, or an alternate method of service delivery is necessary. The checklist is an operational aid for documenting consideration of accessibility, alternative access, reasonable modifications, effective communication, auxiliary aids/services, notification, escalation, and follow-up

1.9. Employees unable to report for work, unable to report to work on time, or who choose to leave early because of adverse weather conditions must obtain leave approval from their supervisor, following the standard request for leave practice of their department.

1.9.1. Leave-related considerations are provided in Procedure 206-A, Temporary Closure of County Offices.

1.9.2. Employee leave provisions do not limit the County's separate obligations to provide reasonable accommodation to qualified employees with disabilities under applicable employment laws or County policy.

1.10. Departments shall ensure that employees responsible for closure decisions, public notifications, emergency response, and public-facing services understand their responsibilities under this policy and Procedure 206-A. Departments should periodically review closure and emergency procedures to identify accessibility barriers and coordinate, as appropriate, with the County ADA Coordinator or County designee, Emergency Management, Risk Management, Human Resources, and other appropriate County personnel.

1.10.1. Procedure 206-A contains the operational procedures for closure/delay decisions, notifications, accessibility, reasonable modifications, effective communication, employee leave, and escalation. Procedure 206-B provides the ADA Title II Emergency Closure Checklist used to document accessibility considerations and actions.

1.11. Significant ADA-related accessibility decisions and actions taken during an emergency, closure, delay, relocation, or significant service reduction should be documented in accordance with Procedure 206-B.

1.12. It is the responsibility of each elected official, employee, and volunteer in Marion County to be aware of this policy and to review it by the first day of November each year.

1.12.1. Each department head is responsible for ensuring that their staff has reviewed and understands this policy and accompanying procedure.

2. EXCEPTIONS

Exceptions may only be granted by the chief administrative officer or designee, following consultation with the board of commissioners' emergency management board designee, and emergency and risk management staff.

3. IMPLEMENTATION

Elected officials and department heads are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments and offices.

4. PERIODIC REVIEW

This policy shall be reviewed by the Board of Commissioners' Office at least every three years, or more often if needed, and updated as necessary.

Adopted: 01/96

Revised: 12/04
11/10
10/18
11/26

SUBJECT: REDUCED SERVICES OR TEMPORARY CLOSURE OF COUNTY OFFICES

Marion County OREGON

ADMINISTRATIVE POLICIES

SECTION:	General Administration			**POLICY #:**	206
TITLE:	Reduced Services or Temporary Closure of County Offices			**PROCEDURE #:**	206-A 206-B
				ORDER #:	18-103
DEPT:	Board of Commissioners			**PROGRAM:**	N/A
ADOPTED:	04/84	**REVIEWED:**	10/26	**REVISED:**	11/26

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SUBJECT: REDUCED SERVICES OR TEMPORARY CLOSURE OF COUNTY OFFICES

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1.5.2. When a closure, delay, relocation, or reduction in service affects access to a County program, service, or activity, the responsible department shall consider reasonable alternatives to maintain access for individuals with disabilities. Alternatives may include an accessible alternate entrance or route, relocation to an accessible location, telephone/electronic/remote service, an adjustment in how the service is provided, additional time, or another reasonable method that provides an equal opportunity to participate.

1.5.3. Reasonable modifications shall be considered and, when necessary to provide an equal opportunity to access or participate in a County program, service, or activity, shall be provided unless the County determines that the requested modification would fundamentally alter the nature of the program, service, or activity. Requests that cannot be resolved at the department level shall be promptly escalated to the designated County ADA Coordinator or other appropriate County official.

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1.9. Employees unable to report for work, unable to report to work on time, or who choose to leave early because of adverse weather conditions must obtain leave approval from their supervisor, following the standard request for leave practice of their department.

1.9.1. Leave-related considerations are provided in Procedure 206-A, Temporary Closure of County Offices.

1.9.2. Employee leave provisions do not limit the County's separate obligations to provide reasonable accommodation to qualified employees with disabilities under applicable employment laws or County policy.

1.10. Departments shall ensure that employees responsible for closure decisions, public notifications, emergency response, and public-facing services understand their responsibilities under this policy and Procedure 206-A. Departments should periodically review closure and emergency procedures to identify accessibility barriers and coordinate, as appropriate, with the County ADA Coordinator or County designee, Emergency Management, Risk Management, Human Resources, and other appropriate County personnel.

1.10.1. Procedure 206-A contains the operational procedures for closure/delay decisions, notifications, accessibility, reasonable modifications, effective communication, employee leave, and escalation. Procedure 206-B provides the ADA Title II Emergency Closure Checklist used to document accessibility considerations and actions.

1.11. Significant ADA-related accessibility decisions and actions taken during an emergency, closure, delay, relocation, or significant service reduction should be documented in accordance with Procedure 206-B.

1.12. It is the responsibility of each elected official, employee, and volunteer in Marion County to be aware of this policy and to review it by the first day of November each year.

1.12.1. Each department head is responsible for ensuring that their staff has reviewed and understands this policy and accompanying procedure.

2. EXCEPTIONS

Exceptions may only be granted by the chief administrative officer or designee, following consultation with the board of commissioners' emergency management board designee, and emergency and risk management staff.

3. IMPLEMENTATION

Elected officials and department heads are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments and offices.

SUBJECT: REDUCED SERVICES OR TEMPORARY CLOSURE OF COUNTY OFFICES

4. PERIODIC REVIEW

This policy shall be reviewed by the Board of Commissioners' Office at least every three years, or more often if needed, and updated as necessary.

Adopted: 01/96

Revised: 12/04
11/10
10/18
11/26

SUBJECT: REDUCED SERVICES OR TEMPORARY CLOSURE OF COUNTY OFFICES

Marion County
OREGON

ADMINISTRATIVE PROCEDURES

TITLE: Reduced Services or Temporary Closure of County Offices		**PROCEDURE #:** 206-A
DEPT: Board of Commissioners		**PROGRAM:** N/A
EFFECTIVE DATE: 01/96	**REVIEWED:** 10/26	**REVISED:** 11/26

OBJECTIVE:

To establish procedures for reduced services or temporary closure of county offices during inclement weather or emergency situations while maintaining, to the maximum extent reasonably possible, access to County programs, services, and activities for members of the public, including individuals with disabilities.

REFERENCE:

Policy #206

POLICY STATEMENT:

Marion County provides an array of services that must be staffed during inclement weather and other emergent events. In deference to the significant number of employees performing essential functions, it is the county's general policy to keep facilities open and accessible to the public during inclement weather events.

Although a county facility is open, services and staffing levels operating out of the facility may be temporarily reduced. When services, programs, activities, facilities, or normal methods of service delivery are disrupted, Marion County will take reasonable steps to ensure that individuals with disabilities are not excluded from, denied the benefits of, or otherwise discriminated against in the County's programs, services, and activities.

The County will consider reasonable modifications to policies, practices, and procedures when necessary to provide an individual with a disability an equal opportunity to access County programs, services, and activities, unless the modification would fundamentally alter the nature of the program, service, or activity.

The County will also provide effective communication with individuals with disabilities and, when necessary, provide appropriate auxiliary aids and services.

APPLICABILITY:

All Marion County departments, elected officials, employees, and volunteers.

This procedure applies to County programs, services, and activities provided to members of the public during periods of inclement weather, emergency

conditions, delayed openings, reduced operations, temporary closures, or other circumstances that materially affect normal service delivery.

Nothing in this procedure limits or replaces any rights or obligations established by the Americans with Disabilities Act, Title II, or other applicable federal or state law.

PROCEDURES:

1. Determination of Closure or Delayed Opening of County Facilities
   - 1.1. The Chief Administrative Officer (CAO) or designee, in consultation with the emergency management board designee, and emergency and risk management staff, shall determine when conditions require the county to temporarily reduce or close its public business operations.
   - 1.2. In circumstances not requiring a countywide closure, the CAO may authorize department heads to determine limited closures by building, service, or function necessary to provide a safe work environment for employees and to deliver essential services.
   - 1.3. ADA Access to Programs and Services
     - 1.3.1. When determining whether to close, delay, relocate, or reduce a County service, the responsible official shall consider whether the proposed action will prevent or substantially limit individuals with disabilities from accessing a County program, service, or activity.
     - 1.3.2. When a closure or reduction in service affects access for individuals with disabilities, the department responsible shall consider reasonable alternatives, which may include:
       - 1.3.2.1. Relocating the service to an accessible location;
       - 1.3.2.2. Providing the service by telephone, electronic, remote, or other accessible means;
       - 1.3.2.3. Providing an alternate accessible entrance or route when available;
       - 1.3.2.4. Adjusting the way the service is provided;
       - 1.3.2.5. Providing additional time or other reasonable modifications to procedures;
       - 1.3.2.6. Aiding in necessary ways to access the service; or
       - 1.3.2.7. Providing another reasonable method that provides an equal opportunity to participate.
     - 1.3.3. A reasonable modification shall be provided when necessary to avoid discrimination based on disability unless the County determines that the requested modification would fundamentally alter the nature of the program, service, or activity.

2. Notification Plan for Closure or Delay of County Operations
   - 2.1. The county administrative officer or designee shall inform elected officials and department heads of office closures or delayed opening of business operations.
   - 2.2. Department heads are responsible for contacting their managers and supervisors and arranging for ongoing operations if necessary.
   - 2.3. Department heads and elected officials shall determine which emergency, or essential services will continue and which employees will continue to work to provide those services.
   - 2.4. The county public information officer or designee is responsible for providing timely and accessible notification regarding County closures, delays, reductions in services, changes in service location, and alternative methods for obtaining services.
     - 2.4.1. Notification should be provided through multiple communication methods appropriate to the circumstances, which may include:
       - a. county website;
       - b. central information phone line;

c. Text or electronic alerts;
e. Email;
f. Social media;
g. Local, regional and internet newspapers;
h. Radio and television stations
i. Emergency notification systems; and
j. Other accessible communication methods appropriate to the affected population.

The contact list shall include media alerts provided in Spanish, and to the extent practicable, emergency and closure notifications shall be provided in formats that can be accessed by individuals with disabilities, including individuals who are deaf or hard of hearing, blind or have low vision, or have speech, cognitive, or other communication disabilities.

Emergency notifications should use both visual and auditory/electronic methods when practicable so that individuals with different disabilities have meaningful access to emergency information.

2.4.2. Disability-Accessible Notification: Where a closure, delay, relocation, or reduction in service affects access to a County program, service, or activity, the notification shall identify, when available:
a. Whether the service remains available;
b. The alternate location or method for obtaining the service;
c. Accessible transportation or access information, when applicable;
d. How an individual may request a reasonable modification;
e. How an individual requests auxiliary aid or service necessary for effective communication; and
f. A telephone number or other accessible method for obtaining additional assistance.

2.5. Employees have several methods for obtaining information regarding closure or curtailment of operations.
a. Alerts and Emergencies page of the county's website. http://www.co.marion.or.us/Alerts/ ;
b. Central phone line: 503-589-3226 or 1-866-683-1367;
c. Board of Commissioners' social media;
d. Local media outlets; and
e. Other County-approved notification systems

Public-facing information shall be provided through accessible methods consistent with applicable county accessibility requirements.

2.6. If countywide delay or closure is not necessary, the CAO may authorize department heads to determine limited closures by building, service, or function necessary to provide a safe work environment for employees and to deliver essential services.

When a limited closure affects public access to a County program, service, or activity, the department shall identify an accessible alternative method of service delivery when reasonably necessary to provide equal access to individuals with disabilities.

3. Accessibility, Reasonable Modification, and Effective Communication
3.1. Reasonable Modifications

When an individual with a disability requires modification to a County policy, practice, or procedure because of a closure, delay, emergency condition, or reduction in services, the responsible department shall consider the request promptly.

Reasonable modifications shall be provided when necessary to provide an individual with a disability an equal opportunity to access or participate in the County's program, service, or activity, unless providing the modification would fundamentally alter the nature of the program, service, or activity.

3.2. Effective Communication

3.2.1. The County shall take appropriate steps to ensure that communications with individuals with disabilities are as effective as communications with others.

3.2.2. When necessary to achieve effective communication, the County shall provide appropriate auxiliary aids and services based on the nature, length, complexity, and context of the communication and the individual's normal method of communication.

Examples may include, as appropriate:

a. Qualified sign language interpreters;
b. Accessible electronic communications;
c. Written information;
d. Large-print materials;
e. Accessible digital documents;
f. Assistive listening devices;
g. Captioning;
h. Telephone or telecommunications accommodations; or
i. Other effective communication methods.

3.2.3. When an individual requests a particular auxiliary aid or service, the County shall give primary consideration to the individual's requested method, consistent with applicable ADA requirements.

3.3. Emergency Circumstances

3.3.1. During an emergency involving an imminent threat to the safety or welfare of an individual or the public, the County may take actions necessary to protect life and safety. However, emergency actions shall be carried out in a manner that provides access to individuals with disabilities to the maximum extent reasonably possible.

3.3.2. Emergency conditions do not automatically eliminate the County's obligation to provide effective communication or reasonable modifications. When normal methods are unavailable, departments shall use alternative methods that are reasonably available under the circumstances.

3.3.3. Department heads and elected officials shall be prepared to provide answers to ADA/Emergency Closure Decision Checklist (see Procedure 206-B) upon the request of the CAO or designee. The checklist includes but is not limited to:

3.3.3.1. Will the closure affect a public program, service, or activity?
3.3.3.2. Will individuals with disabilities be affected differently?
3.3.3.3. Is the normal accessible entrance/route available?
3.3.3.4. Is the alternate service location accessible?
3.3.3.5. Can the service be provided remotely or by telephone?
3.3.3.6. Are closure notices available through both visual and auditory/electronic methods?

3.3.3.7. How can a person request a reasonable modification?
3.3.3.8. How can a person request an interpreter or other auxiliary aid/service?
3.3.3.9. Who is responsible for resolving an ADA access issue?
3.3.3.10. Has the department communicated the alternative service arrangements to the public?

3.4. Assistance with Access
3.4.1. Employees and volunteers responsible for public-facing services shall be prepared to identify when a person with a disability may need assistance accessing a County service during a closure, delay, or emergency.
3.4.2. Employees shall not make assumptions regarding an individual's disability or the assistance required. When appropriate, employees should ask the individual what assistance or modification is needed and coordinate with the appropriate County contact.

3.5. ADA Coordination
3.5.1. Questions or requests involving disability access, reasonable modifications, effective communication, or accessibility during a closure or emergency shall be referred to the County's designated ADA Coordinator or other County official responsible for ADA compliance.
3.5.2. Departments shall establish a process for promptly escalating requests that cannot be resolved at the operational level.

4. Employee Leave – Non-exempt and Exempt Employees
4.1. Non-exempt and Exempt Employees
4.1.1. Temporary interruption of employment that does not exceed ten (10) days shall not be considered a layoff if, at the termination of such condition's employees are returned to employment.
4.1.2. Based on determination by the department head, in consultation with human resources, an employee, other than a temporary worker who has reported to work and is directed to leave may be paid for the remainder of his or her scheduled shift.
4.1.3. Temporary employees shall receive compensation only for actual time worked.
4.1.4. Leave-related questions should be directed to the employee's supervisor.

4.2. ADA Employment
4.2.1. The employee leave provisions of this procedure are separate from the County's obligations to provide reasonable accommodation to qualified employees with disabilities under applicable employment laws.

Nothing in this procedure shall be interpreted to limit an employee's right to request or receive reasonable accommodation when otherwise required by applicable law or County policy.

5. Accessibility Review and Training
5.1. Department heads shall ensure that employees responsible for closure decisions, public notifications, emergency response, and public-facing services understand their responsibilities under this procedure.
5.2. Departments shall periodically review their closure and emergency procedures to identify barriers that could prevent individuals with disabilities from accessing County programs, services, or activities.
5.3. Departments shall coordinate with the County's ADA Coordinator, or designee, emergency

management personnel, Risk Management, and other appropriate County personnel when developing or revising emergency procedures that may affect access for individuals with disabilities.

5.4. It is the responsibility of each elected official, employee, and volunteer in Marion County to be aware of this policy and to review it by the first day of November each year.

5.5. The Board of Commissioners' Office will send an annual reminder email to all department heads during the first week of October.

5.6. Each department head is responsible for ensuring that their staff has reviewed and understands this policy.

6. Leave Documentation

6.1. Non-exempt employees:

6.1.1. When the county is deemed open for operation:

6.1.1.1. A non-exempt employee that chooses not to report to work or chooses to leave work prior to the end of the shift due to conditions as outlined in this policy, shall use appropriate accrued leave with pay (vacation leave, personal holiday, compensation credit leave, or compensation time).

6.1.1.1.1. If an employee does not have accrued leave, he/she may use leave without pay for absences in unusual or emergent situations.

6.1.1.2. Upon subsequent closure, an employee that chooses not to report to work, or chooses to leave prior to the end of his or her scheduled shift, will remain on leave.

6.1.1.3. At the discretion of the department head, employees may be permitted to make up time within the same work week as long as it does not create an overtime liability per the applicable collective bargaining agreement or the Personnel Rules.

6.1.2. When the facility or the county is closed:

6.1.2.1. When a facility or the county is closed, employees shall not report to work unless otherwise directed.

6.1.2.2. A non-exempt employee shall use appropriate accrued leave with pay (vacation leave, personal holiday, compensation credit leave, or compensation time).

6.1.2.2.1. If an employee does not have accrued leave, he/she may use leave without pay for absences in unusual or emergent situations.

6.1.2.3. At the discretion of the department head, employees may be permitted to make up time within the same work week as long as it does not create an overtime liability per the applicable collective bargaining agreement or the Personnel Rules.

6.2. Exempt Employees:

6.2.1. It is Marion County's policy that exempt employees are not required to use forms of leave for absences of less than one-half day. Under the Fair Labor Standards Act (FLSA), exempt employees cannot be docked for absences under this policy, which occur in less than full week increments, when they do not have the appropriate paid leave to cover the absence.

6.2.2. When the County is deemed open for operation:

6.2.2.1. If exempt employees choose not to report to work when their department is open for operation, they shall use appropriate accrued leave with pay (vacation leave, personal holiday or compensation credit leave) for those absences.

6.2.2.2. Upon subsequent closure, the employee who chose not to report to work shall remain on leave.

6.2.2.3. Exempt employees who choose to leave work prior to the end of a scheduled shift due to conditions outlined in this policy shall not be required to use accrued paid leave for the absence unless their absence is greater than half their scheduled

hours.

6.2.3. When the facility or the county is closed:

6.2.3.1. Employees shall not report to work unless otherwise directed.

6.2.3.2. Exempt employees shall use appropriate paid leave (vacation leave, personal holiday or compensation credit leave) to cover half-day or full-day absences.

6.2.3.3. As noted above, if exempt employees do not have appropriate paid leave available to cover the absence and the absence is less than a full week, they cannot take leave without pay. Their absence will be noted as paid administrative leave.

Marion County
OREGON

ADMINISTRATIVE PROCEDURES

TITLE: ADA Title II Emergency Closure Checklist		**PROCEDURE #:** 206-B
DEPT: Board of Commissioners		**PROGRAM:** N/A
EFFECTIVE DATE: 01/96	**REVIEWED:** 10/26	**REVISED:** 11/26

ADA TITLE II EMERGENCY CLOSURE CHECKLIST

Related Procedure: 206-A — Reduced Services or Temporary Closure of County Offices

Purpose: To assist Marion County departments in maintaining access to County programs, services, and activities for individuals with disabilities during inclement weather, emergencies, delayed openings, reduced operations, temporary closures, or relocation of services.

Use this checklist when:

a. A County facility or office may close or delay opening;
b. A County program, service, or activity may be reduced, relocated, or suspended;
c. An emergency affects normal public access; or
d. An alternate method of providing a County service is necessary.

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1. CLOSURE OR SERVICE-REDUCTION DECISION

Department: _____
Facility/Program/Service: _____
Date/Time of Review: _____
Responsible Official: _____

Determine the operational impact

☐ Facility will remain open with normal services.
☐ Facility will remain open with reduced services.
☐ Facility opening will be delayed.
☐ Facility will temporarily close.
☐ Service will be relocated.
☐ Service will be temporarily suspended.
☐ Service will be provided through an alternate method.

ADA Title II access review

☐ Does the proposed action affect a County program, service, or activity available to the public?
☐ Could the action prevent or substantially limit an individual with a disability from accessing the program, service, or activity?

☐ Is the facility's accessible entrance available?
☐ Is the accessible route to the service available and safe?
☐ Are elevators, ramps, automatic doors, accessible restrooms, and other necessary accessibility features operational?
☐ Are temporary conditions creating an accessibility barrier?
☐ Does the alternate location provide equivalent access?

If any answer indicates a potential access barrier, identify an alternative below before finalizing the closure or service reduction.

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2. ALTERNATIVE ACCESS TO SERVICES
If normal access is unavailable, determine whether a reasonable alternative can be provided.
Consider:
☐ Accessible alternate entrance or route
☐ Alternate accessible facility
☐ Relocation of service to another accessible location
☐ Telephone service
☐ Online/electronic service
☐ Remote appointment or meeting
☐ Mail or electronic submission
☐ In-person service at another location
☐ Additional time to complete a service or transaction
☐ Other reasonable modification

Alternative access plan:

_____
_____

Responsible department/employee: _____

Expected availability: _____

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3. REASONABLE MODIFICATIONS
Consider whether an individual with a disability may need a reasonable modification because of the emergency, closure, delay, or change in service.
☐ No reasonable modification is anticipated.
☐ A reasonable modification may be necessary.
☐ A reasonable modification has been requested.
☐ The requested modification has been provided.
☐ The request requires additional review.

If a modification is requested:
Requested modification:

Action taken:

Person responsible for responding:

If the requested modification cannot be provided, consult the appropriate County ADA Coordinator or other designated County official before denying the request.

4. EFFECTIVE COMMUNICATION
Determine whether the closure or emergency information can be effectively received by individuals with disabilities.

Public notification
- ☐ County website updated.
- ☐ Central telephone line updated.
- ☐ Electronic/text alerts used when appropriate.
- ☐ Social media updated.
- ☐ Local media notified when appropriate.
- ☐ Radio/television notification used when appropriate.
- ☐ Alternative communication method established for affected individuals.

Accessibility of the information
- ☐ Information is available in an accessible electronic format.
- ☐ Information is understandable and provides clear instructions.
- ☐ Visual and auditory/electronic notification methods are used when practicable.
- ☐ Information identifies alternative methods for obtaining the affected service.
- ☐ Information explains how to request a reasonable modification.
- ☐ Information explains how to request an auxiliary aid or service when needed for effective communication.
- ☐ Contact information is provided for additional assistance.

Additional communication needs:

5. AUXILIARY AIDS AND SERVICES
Determine whether an individual may need an auxiliary aid or service to communicate effectively. Examples may include:
- ☐ Qualified sign language interpreter
- ☐ Captioning
- ☐ Accessible electronic communication

- ☐ Written communication
- ☐ Large-print information
- ☐ Assistive listening equipment
- ☐ Telephone/telecommunications accommodation
- ☐ Other effective communication method

Requested aid/service:

_____

Action taken:

_____

Person responsible: _____

_____

6. EMERGENCY ACCESS AND SAFETY

During an emergency, evaluate whether individuals with disabilities can safely access available services.

- ☐ Accessible evacuation routes remain available.
- ☐ Accessible entrances/exits remain available.
- ☐ Temporary barriers do not block accessible routes.
- ☐ Emergency information is available through appropriate communication methods.
- ☐ Employees know how to direct members of the public to accessible routes or alternate service locations.
- ☐ Emergency responders or other responsible personnel have been informed of significant accessibility concerns.
- ☐ Alternative arrangements have been made where normal accessibility features are unavailable.

Known accessibility or safety issue:

_____

Corrective action:

_____

_____

_____

7. PUBLIC NOTIFICATION OF ALTERNATE SERVICES

Before or as soon as practicable after the closure, delay, or service reduction:

- ☐ Closure/delay has been publicly announced.
- ☐ Affected services have been identified.
- ☐ Alternate service arrangements have been identified.
- ☐ Accessible access instructions have been provided.
- ☐ Contact information has been provided.
- ☐ Reasonable modification request information has been provided.
- ☐ Effective communication/auxiliary aid information has been provided when applicable.
- ☐ Information will be updated if conditions change.

Date/time notification issued: _____
Person responsible: _____

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8. ONGOING MONITORING

For closures or emergencies lasting more than one business day:

- ☐ Accessibility of the alternate service remains available.
- ☐ Public notification remains current.
- ☐ Accessible routes remain available.
- ☐ Requested reasonable modifications are being addressed.
- ☐ Effective communication needs are being addressed.
- ☐ Changes in conditions have been communicated to affected individuals.
- ☐ Department has coordinated with the ADA Coordinator, Emergency Management, Risk Management, or other appropriate County personnel as necessary.

Next review date/time: _____

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9. ESCALATION

Contact the appropriate County official when:

- ☐ A requested reasonable modification cannot be provided at the department level.
- ☐ Effective communication cannot be achieved using normal methods.
- ☐ An accessible route or facility is unavailable.
- ☐ An alternate service location may not provide equivalent access.
- ☐ The emergency creates a significant or recurring accessibility barrier.
- ☐ Staff are uncertain about an ADA Title II requirement.
- ☐ A complaint or allegation of disability discrimination is received.

ADA Coordinator/County contact: _____
Telephone/Email: _____
Emergency Management contact: _____
Risk Management contact: _____

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10. DOCUMENTATION

Document significant accessibility decisions and actions taken during the emergency or closure.

Date/Time: _____
Issue identified: _____
Action taken: _____
Person responsible: _____
Follow-up required: _____
Date completed: _____

FINAL ADA TITLE II REVIEW

Before finalizing the closure, delay, relocation, or significant reduction in services, the responsible

official should confirm:

- ☐ The County has considered the effect of the decision on individuals with disabilities.
- ☐ Reasonable alternative access to affected programs, services, or activities has been considered.
- ☐ Reasonable modifications have been considered where necessary.
- ☐ Effective communication has been considered.
- ☐ Necessary auxiliary aids or services have been considered.
- ☐ Accessible notification methods have been used when practicable.
- ☐ Any known accessibility barriers have been addressed or escalated.
- ☐ Information about alternate services has been communicated to the public.
- ☐ Significant ADA-related decisions have been documented.

Responsible Official: _____
Signature: _____ Date: _____
ADA Coordinator/Designee Review, if required: _____
Signature: _____ Date: _____

Important: This checklist is intended as an operational aid and does not replace applicable federal or state law, County policies, or direction from the County's ADA Coordinator, County Counsel, Human Resources, Emergency Management, or Risk Management.

BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the Matter of Approval of an)
Updated Policy, No. 206, Related To)
Reduced Services or Temporary)
Closure of County Offices)

ORDER No. _____

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting Wednesday, December 2, 2026, to consider adopting updates to Policy 206, related to Reduced Services or Temporary Closure of County Offices.

WHEREAS, the policy has not been updated for at least three (3) years; and

WHEREAS, changes are necessary to continue promoting the safety of employees, building patrons, and those visiting county facilities for many reasons; and

WHEREAS, the Board finds it appropriate to adopt the updated Policy No. 206, as well as the aligned Procedure 206-A and 206-B;

NOW THEREFORE, IT IS HEREBY ORDERED that revised Policy 206 and Procedures 206-A and 206-B be adopted and implemented upon the execution of this Order.

DATED at Salem, Oregon, this 2nd day of December 2026

MARION COUNTY BOARD OF COMMISSIONERS

_____
Colm Willis, Chair

_____
Kevin Cameron, Vice Chair

_____
Danielle Bethell, Commissioner