



Berrien County Trial Court

Mabel Johnson Mayfield, Chief Judge – Carrie Smietanka-Haney, Administrator
Courthouse - 811 Port Street - St. Joseph, MI 49085
(269) 983-7111, Ext. 8453 - FAX (269) 982-1567
www.berriencounty.org

Administrative Order 2022-02

EMERGENCY CLOSINGS

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 emergency closure procedures.

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 Administrator 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:

July 1, 2022
Date

Mabel J. Mayfield
Mabel J. Mayfield, Trial Court Chief Judge