



GRAYSON COUNTY

County Facility Closure Pay Policy

Effective Date: 6/1/2026

PURPOSE: The purpose of this Policy is to establish guidelines regarding pay during the closure of Grayson County facilities. This Policy will apply to all Full-Time Salaried/Non-Exempt and Exempt employees. This Policy will not apply to Elected Officials, Part-Time, Temporary/Seasonal, or certain essential employees who work in 24-hour departments.

The Grayson County Judge may elect to close County facilities for reasons that include, but are not limited to: inclement weather, utility disruptions, construction, etc. Employees can be paid during these closures using the following code:

- Payroll Code 358 - County Close (CTYCLS)

The County Close code can only be used for actual work hours missed during a closure. If an employee works during a closure, whether in office or remotely, actual hours worked must be recorded on the employee's timesheet.

County Close hours do not accrue and cannot be used at a later date.

Employees cannot accrue compensatory time using the County Close pay code.