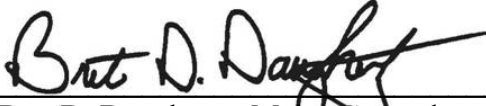




Department Policy No. HR-220-10

Subject:	Inclement Weather and Emergency Modification of Operations
Former Number:	Revised
Authorizing Source:	WAC 357-31-131, 255, 265, 270, 275, and 290 Washington Federation of State Employees Collective Bargaining Agreement Washington Public Employees Association Collective Bargaining Agreement Inclement Weather Frequently Asked Questions / Matrix Guidelines
Information Contact:	Human Resources Director Building # 33 (253) 512-7941
Effective Date:	January 13, 2010
Mandatory Review Date:	April 16, 2023
Revised:	April 16, 2019
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

Establish the Washington Military Department's policy during inclement weather events and/or other emergency events.

Scope

This policy is applicable to all state employees of the Washington Military Department. It does not apply to guardsmen on state active duty or to federal government personnel, to include Active Guard Reserve (AGR) members, traditional guardsmen in a federal military status or military technicians. Represented employees should refer to their Collective Bargaining Agreement.

Definitions

Inclement weather – Local weather conditions that create hazards that make it difficult or dangerous for employees to travel to or from work. Inclement weather includes heavy snow, ice, floods, extreme winds or rain, or other dangerous weather events.

Emergency – An event or situation, not due to weather, that create hazards or make it difficult or dangerous for employees to travel to or from work. Emergencies can be human-created or naturally occurring, and include major traffic events, active shooter situations, and natural disasters.

Designated Essential Employee – Employees whose presence at work is necessary to sustain essential functions or ensure safe operations for other staff. Essential employees are required to report for duty and to perform their duties despite inclement weather or other emergency, and whose absence from duty would endanger the safety and well-being of the citizens of Washington State. Which employees are essential can vary based on the situation and is at the discretion of the division director while ensuring operational continuity.

Policy

Employees are expected to report to work as scheduled, unless otherwise notified by the agency. Employees are also expected to exercise good judgment regarding their personal circumstances and must assume responsibility for their own health and safety, as well as for their work responsibilities. While this frequently requires a delicate balance, each individual must make the ultimate decision of whether to travel to work under varying conditions.

A. Essential Personnel

1. Because the Washington Military Department is an Emergency Response agency, and due to the nature of the mission and complexity of the operations, there are certain essential services that must be provided. Each division is responsible to maintain a list of essential personnel to provide those services during periods of severe or inclement weather. Generally, Security Guards, Youth Academy Cadre staff, Emergency Operations Center assigned staff and Maintenance staff who might be assigned to duties such as snow removal, road maintenance, generator maintenance etc., are considered essential staff. Division directors have a responsibility to identify and notify other essential employees based on relevant circumstances at the time. Employees are advised to consult with their supervisors to determine whether they are essential or non-essential and to obtain specific information about the proper reporting procedures.
2. Essential personnel will be notified in advance by their supervisor if they are expected to come to work in the event of a general delayed start/modification of a location, program or division. Specific requirements and/or needs that the

employee has to ensure their ability to report to work will be handled on a case by case basis and appropriate approval obtained through their supervisory chain.

3. Designated essential personnel are expected to report to work during inclement weather and other emergency situations. Designated essential personnel who are unable to report to work must take leave in accordance with applicable collective bargaining agreements and/or merit system rules. If the employee must report late or leave early due to weather or emergency conditions, their division director may grant one (1) hour of paid time for inclement weather at the beginning of the employee's shift. Any additional delay in reporting to the worksite must be taken as leave for each day or shift in question.

B. Modified Operations

1. Due to the mission of the Military Department, the Agency will never close completely, but it may encounter situations where the safety of staff is at risk and decisions are made to modify operations. Division directors may authorize modification of their operations in whole or part, or by separate location, or execute their Continuity of Operations Plan (COOP) to maximize continued operations. Depending on the inclement weather event or emergency situation, the division director may authorize employees to delay start times, modify schedules, work in alternate locations, or provide other administrative flexibility as appropriate. Modified operations allow staff and management to make responsible modifications to work plans to allow employees to continue to do their jobs without putting themselves in danger and reduce the need for employees to take unscheduled leave as long as they can continue to do their jobs during the event.
2. Operational decision can be based upon the following factors:
 - a) Type of weather event expected (snow, ice, flooding, winds, etc.)
 - b) Reliability of the forecast
 - c) Travel conditions such as traffic, road conditions, or other safety considerations
 - d) Severity of conditions
 - e) Visibility
 - f) Availability of grounds maintenance personnel and equipment
 - g) Conditions at the Military Department's operational sites including the condition of roads and parking areas.
3. Division directors may, with approval from the Adjutant General, grant employees up to one hour of inclement weather leave at the start of the day due to inclement weather or other emergencies. They may base their decision on both the local conditions as well as the conditions where the employee resides or travels from on their daily commute. Employees who arrive more than one hour late may request to adjust their work schedule in lieu of using leave. The division director must notify the Payroll Office that inclement weather leave has been authorized.

4. If division directors authorize modified operations, employees will be paid for time worked consistent with Collective Bargaining Agreements and merit system rules regardless of whether the work was conducted in their regular work location or in an alternate location. Personnel who work their normal hours during an inclement weather emergency will not receive additional compensation. Any hours worked conducted outside their normal schedule will be compensated in accordance with applicable merit system rules and/or collective bargaining agreements. Employees who do timesheets are expected to document actual hours worked on their timesheets.
5. If employee is unable to report to work, remain at work, or perform their duties as designated in the division's Continuity of Operations plan or as authorized by the Division Director, the employee must take leave for time missed. The type and order of leave used will be determined between the Employee and their Supervisor. Employees represented by a Collective Bargaining Agreement must use the following types of leave in this order, but non-represented employees may use leave in any order:
 - a) Earned compensatory/exchange time
 - b) Accrued vacation/annual leave
 - c) Accrued sick leave, up to a maximum of three (3) days in any calendar year
 - d) Leave without pay – Employees may voluntarily exercise this option in lieu of using accrued leave or if they do not have any accrued paid leave available.
6. Employees who are already on approved leave for reasons other than severe inclement weather or other emergency when operations are suspended will not have that leave time reinstated.

C. Suspended Operations

1. Suspended operations refers to the administrative action of closing down all or part of the agency as a direct result of an emergent event. Only the Agency Director or designee may make the decision to suspend operations. Employees working in suspended divisions, locations or buildings may be required not to enter the venue until the suspension is lifted. Long term suspensions of operations will be handled in accordance with the Collective Bargaining Agreements and Civil Service Law. If the Agency director or their designee decides to suspend operations, notification to the Office of Financial Management is required.
2. If there is a suspension of operations and staff are dismissed early, non-essential personnel will be released with no loss of pay during any disruption of service unless otherwise provided for in the Collective Bargaining Agreement. Employees who were not able to make it to work and took leave accordingly will be compensated for the balance of their work shift remaining after the determination

that the state office or work location is non-operational and will not be charged leave for that time unless otherwise provided for in the Collective Bargaining Agreement. Employees who are working at an alternate location are expected to continue working or take leave for the rest of their shift.

3. Personnel who work their normal hours during suspended operations will not receive additional compensation. Any hours worked conducted outside their normal schedule will be compensated in accordance with applicable merit system rules and/or collective bargaining agreements.
4. Employees who are already on approved leave for reasons other than severe inclement weather or other emergency when operations are suspended will not have that leave time reinstated.

D. Communications

1. Methods of Communication include utilization of the agency mass communication system (Alert Sense), telephone, pager and email. The system is a redundant contact system and will be maintained with current state employee information in the State Human Resources Office.
2. Employees' work-issued email address and business telephone numbers will be loaded into the mass communicator system. Employees may voluntarily update their own profile with personal telephones and email addresses for enhanced communications. Employees are responsible for notifying the Human Resources Office if their business contact information changes so the Human Resources Office can update it in the mass communicator system. Employees are responsible for updating their own personal contact information in the mass communicator system.
3. Employees are responsible to provide their manager with a contact number that can be used in the case of an emergency.
4. Managers are responsible to maintain a contact list of all employees under their supervision. Employees may request their personal contact information be kept confidential.

Resource: FAQ's/Matrix Guidelines are available from State Human Resources.