

POLICY REGARDING INCLEMENT WEATHER AND NATURAL DISASTERS PURPOSE

To establish guidelines for employees on reporting to work in the event of inclement weather, natural disaster and related conditions.

POLICY APPLICATION

Policy applies to all Kitsap County employees, except those who have been indentified Emergency Essential. Emergency Essential is defined as employees who are designated by their Employing Officials due to requirements for public safety and health, maintenance and/or protection of critical County facilities, equipment and resources. Specifically excluded are the operations of CENCOM, Coroner, Emergency Management, Facilities Maintenance Division of Information Services Department, Sheriff, Juvenile Detention and Food Services Division of Juvenile Services Department, Public Works Department and Kitsap Recovery Center.

POLICY

County Facilities to Remain Open

1. Regardless of inclement weather, natural disasters, or related conditions, it is the intent of Kitsap County that all County facilities and activities shall be open and in operation to provide services to citizens during established business hours unless an emergency event renders the County facility unsafe or inoperable.
2. Employee(s) unable to report to work will be granted the option of utilizing any earned compensatory time or accrued annual leave. If no earned compensatory time or accrued annual leave is available, the employee shall be on unpaid leave during periods of absence. Sick leave cannot be used for time lost due to inclement weather, natural disaster and related conditions.
3. The Employing Official is responsible to ensure all essential services and operations are being performed and may require temporary re-assignment of duties of those employees who have reported to work or to require employees to report to work to perform reassigned duties.

When Closures Are Required

4. Closure of designated facilities or all County facilities will only be made in response to emergencies relating to natural disaster (including but not limited to fires, earthquakes, landslides, windstorms, snow/ice storms) and related hazards that prevents the opening or continued operations of County facilities and requires the suspension of services therein.

Appendix D

(Resolution 190-2011 – Adopted 12/12/11)

5. In the event of a delayed opening or early closure of County facilities, regular employees who reported to work, as instructed for the delayed opening or were at work when early closure decision was implemented, will be credited for the entire scheduled work day. Regular employees who were unable to report to work will be granted the option of utilizing any earned compensatory time or accrued annual leave in lieu of receiving leave without pay.
6. In the event that County facilities are required to remain closed for periods in excess of one business day, the affected employing official may assign employees to alternative worksites or implement alternative work arrangements for the affected pay period (e.g. telecommute or flex schedules). Implementation of alternative work schedules must comply with provisions of applicable Collective Bargaining Agreements or Personnel Manual. In County operations where the employing official is unable to establish alternative worksites or implement alternative work arrangements, the employee may utilize earned compensatory time or accrued annual leave in lieu of leave without pay.
7. Announcements of delayed opening and closures will be provided on the County's Web Site and the inclement weather telephone line (337-5775). Employees are also encouraged to monitor early morning radio reports on KOMO AM 1000 or KIRO AM 710/FM 97.3 to obtain any delayed opening or closure information.