

POLICY REGARDING COURTHOUSE CLOSURE DUE TO INCLEMENT WEATHER CONDITIONS

With the advent of winter, and the possibility of a Courthouse closure due to inclement weather, as in past years, employees should be aware of the following policies.

1. Decision regarding the closure of the Kitsap County Courthouse rests with the Kitsap County Board of Commissioners.
2. Employees should monitor early morning radio reports on KOMO AM 1000 or KIRO AM 710/FM 100.7 to obtain any closure information prior to reporting on effected days.
3. Regular employees who reported to work and are sent home due to a subsequent closure (example – 11:00 a.m. closure), or were scheduled to begin work subsequent to the Courthouse closure and therefore had not as yet reported in, will be credited for the entire scheduled work day.
4. Regular employees who were scheduled for work hours prior to the closures, who were unable to report to work at the Courthouse, will be granted the option of utilizing any earned compensatory time or accrued annual leave in lieu of receiving leave without pay.
5. The above policy applies specifically to employees working at the Courthouse Campus Facilities and Givens Community Center. It does not apply to positions within the Sheriff's Department, CENCOM and other departments which are directly related to public safety, or any other County operated twenty-four (24) hour operations (such as Youth Services Center/Juvenile or Recovery Center).
6. The Courthouse will remain open unless the Kitsap County Board of Commissioners announces a Courthouse closure. When the courthouse is open, all employees unable to reach the Courthouse due to inclement weather must take annual leave, compensatory time or leave without pay. Such absences shall be authorized by the employee's supervisor.

MEMO

To: All Employees
From: Holly Anderson
Subject: Inclement Weather Line
Date: October 22, 1998

It has come to my attention that there may be some confusion regarding the inclement weather line for employees to call in the event of possible courthouse closures this winter. Since all County phone numbers were assigned a single new prefix, 337, it seems appropriate to make sure all employees know that the last 4 digits on the Inclement Weather Line did **not** change, just the prefix.

Therefore, to ascertain courthouse closures, please dial **337-5775**. If there is no message on the voice mail, the courthouse will be open. Otherwise, by 6:00 AM, I will have left a specific message regarding any closure based on information furnished by the Public Works Road Division, the Sheriff's Department and the Chair of the Board of Commissioners. This information will also be conveyed to KOMO Radio Station AM 1000 and KIRO Radio Station AM 710/FM 100.7.

If you have any questions regarding the above procedure, please call me at EX-4402 or send me an e-mail.

CC: Malcolm Fleming, County Administrator

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