

**KITSAP COUNTY PERSONNEL MANUAL
POLICY REGARDING INCLEMENT WEATHER AND NATURAL
DISASTERS**

PURPOSE

To establish guidelines for employees on reporting to work or departing from 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 identified by employing official as “Emergency Essential” or “First Responders”.

“Emergency Essential” or “First Responders” are 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, infrastructure, equipment and resources. Specifically excluded from this policy are the operations of Coroner, Emergency Management, Facilities Maintenance, Sheriff, Juvenile Detention, Public Works Department and Kitsap Recovery Center.

County departments with response requirements during emergencies or inclement weather incidents should identify employees as Emergency Essential or First Responders. Those departments with these designated employees will develop policies for reporting to work or updating status during emergency situations or inclement weather that meet the department’s operational requirements. Departments will inform employees of their designation as Emergency Essential or First Responder status and of their reporting requirements during an emergency.

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 and Application to Non-Emergency Essential Staff

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.
 5. Employee safety is paramount. Employees who wish to delay their start time or leave work early due to personal commute concerns relating to the inclement weather situation will, with supervisor's prior approval, be given the option of utilizing any earned compensatory time or accrued annual leave.
 6. In the event of a delayed opening, regular employees who reported to work as instructed for the delayed opening will be paid for their entire scheduled work day and will not be required to use leave.
 7. In the event of an early closure, employees who were at work when the closure decision was implemented will be paid for the remainder of their entire scheduled shift and will not be required to use leave. If an employee leaves prior to the closure is announced, please refer to #5.
 8. Employees who are already in a leave status (annual, compensatory, sick leave, leave without pay, etc.) when the delayed opening or early closure is declared will not be allowed to change their leave status.
 9. If a full day closure is announced in advance of the work day, employees not in a leave status will be paid for their entire scheduled work day and will not be required to use leave. Employees who are already in a leave status (annual, compensatory, sick leave, leave without pay, etc.) for the full day when the closure is declared will not be allowed to change their leave status.
 10. The inclement weather leave will not count as time worked for purposes of overtime calculation for the week.
 11. 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 the Personnel Manual. In County operations where the employing official is unable to establish
-

Appendix D

alternative worksites or implement alternative work arrangements, the employee may utilize earned compensatory time or accrued annual leave in lieu of leave without pay.

12. Announcements of delayed opening and closures will be provided on the County's Web Site and the inclement weather telephone line (1-360-337-5775). Employees may also sign up for text alerts through the County electronic notification system, available at www.kitsapgov.com. 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.
-