

KANSAS ADJUTANT GENERAL'S DEPARTMENT

MEMORANDUM FOR ALL STATE EMPLOYEES

FROM: TAG-SHRO

SUBJECT: Inclement Weather Plan
TAG Policy No. 034.01

EFFECTIVE DATE: December 18, 2015

PURPOSE: The purpose of this policy is to establish a communication of closure process which will comply with the Governor's policy on Inclement Weather while maintaining essential operational services of the Adjutant General's Department.

DEFINITIONS:

- **Essential Employees.** Benefits eligible employees assigned to perform Essential Services for the agency are Essential Employees.
- **Essential Services.** Those services which have a direct effect on the mission of the agency and/or unit, or provide for the safety and security of persons and property of the agency are Essential Services.
- **Inclement Weather.** Severe weather conditions which are determined to threaten the safety of lives or property is Inclement Weather.

PROCESS GUIDELINES:

Declaration of Inclement Weather

The purpose of closing non-essential services is to provide for the safety of state employees and to enhance the safety of highway travel by allowing for the efficient and effective clearing of roads, and to facility law enforcement and emergency vehicle responsiveness to accidents.

In the event of inclement weather, the Governor may issue a 'Declaration of Inclement Weather' for the entire state, or for one or more geographic areas of the state. Communication of a Declaration of Inclement Weather will be shared with Employees via local news media.

The Governor or his/her designee has the sole authority to issue a Declaration of Inclement Weather for Shawnee County.

State offices located outside of Shawnee County will be closed due to Inclement Weather if County Government Offices in that County are also closed.

The Commanding Officer of an active Military Base has the authority to issue a Declaration of Inclement Weather for the Installation. State Employees assigned to a Base will comply with Emergency Weather announcements from local media for 'non-essential' military personnel.

A Declaration of Inclement Weather may include 'Delayed Openings' or 'Early Closure' of Non-Essential Services.

Time and Leave

Every effort shall be made to notify employees of a Declared Inclement Weather event one (1) hour prior to the beginning of the work day either by local media, direct calls to the employee, or office voice mail message.

Employees who reside in a different county than their official duty station shall follow the Inclement Weather Declaration for the county of their work location.

Employees who are working in a location away from their official duty station during an Inclement Weather event in the location they are working shall follow the Declaration for the location they are working at.

Employees shall record leave covered by Inclement Weather Leave using earning code (IWN). Inclement Weather Leave will be paid at the same rate of pay the employee is currently earning.

All employees who report to work during a Declared Inclement Weather event for their official duty station will be compensated at their normal rate of pay.

Employees reporting to work at a time later than their normal start time may use the Inclement Weather earnings code for those hours not actually worked if those hours are included in the Declaration of Inclement Weather. Employees not reporting to work will not be eligible for Inclement Weather pay.

Employees who are on pre-scheduled leave during the time of a Declared Inclement Weather event will continue to be on paid leave and shall not receive Inclement Weather pay.

Employees who call in sick on a day when an Inclement Weather Declaration is issued shall be required to use sick or annual leave time.

Exempt employees shall report leave in half- or full-day increments.

No Declaration of Inclement Weather Issued

Any employee who determines they cannot report to work due to weather conditions when a Declaration of Inclement Weather has not been issued shall be required to follow agency policy for reporting their absence.

Employees not reporting to work, reporting to work late, or leaving work early due to weather conditions when a Declaration of Inclement Weather has not been declared will be expected to use annual leave, accumulated comp time, their discretionary day or leave without pay. At the discretion of the Supervisor, employees may be allowed to make up hours of work within the same work week.

RESPONSIBILITIES:

It is the responsibility of each State Directorate or Wing Command of State Employees to establish and communicate which employees are designated as 'Essential' and to develop a contingency plan in the event an Essential Employee is not available or able to report to work in the event of an Inclement Weather event. This plan shall contain contact information necessary for employees to contact the agency. Copies of the plan shall be sent to the Chief of the Joint Staff and State Human Resource Director.

Worksite Managers shall notify the Chief of the Joint Staff and the State Human Resource Director immediately following a Declaration of Inclement Weather for their county/location (outside of Shawnee County) and the anticipated duration of the event.

It is the responsibility of each employee to make themselves aware of local news media during severe weather and to follow the Essential Services plan and contingency plan established for their work location.

Essential employees shall make reasonable effort to report to work during and inclement weather event and to support the Agency in maintaining staffing for essential services.

AUTHORATIVE REFERENCES:

12/09/2003 – Office of Governor, "State of Kansas Inclement Weather Policy"

11/23/2015 – Department of Administration, "Updated Procedures for Weather Policy"

U.S. Department Of Labor, "Fair Labor Standards Act"