Inclement Weather and Emergency Office Closures

DNR Policy PO01-035
WFSE Master Agreement
WPEA Master Agreement

WASHINGTON STATE DEPARTMENT OF
Natural Resources

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The following tables align policy and collective bargaining agreement provisions that apply when severe inclement weather and other emergency circumstances may delay or prevent an employee reporting to work, or that result in the closure of one or more work sites.

Please note that agency policy PO01-035 applies to employees who are not in a bargaining unit and are not subject to the terms of a collective bargaining agreement. Terms of the respective collective bargaining agreements apply only to those employees in bargaining units to which the particular collective bargaining agreement applies.

In all cases, the decision to close any DNR office or work site is reserved to the Commissioner of Public Lands or the Commissioner's designee.

When circumstances and questions arise applying these provisions, managers are encouraged to promptly contact the Executive Director of Policy and Administration (360-902-1034) and the Human Resources Division (360-902-1150) as an alert and for guidance.

In major episodes, employees should check for current information and direction by calling the DNR Emergency Information Message Phone, **360-664-2479**.

The DNR Emergency Information Message Phone is used to notify employees of any work schedule changes due to inclement weather conditions. When inclement weather conditions exist, dial this number to hear an up-to-date message. Efforts will be made to have messages updated by 6 a.m.

Should an incident occur resulting in the prolonged closure of a worksite, other provisions not discussed here found in WAC 357 and in the master collective bargaining agreements provide for the possibility of temporary layoffs.

When the Office/Facility Remains Open		
PO01-035	**WFSE 2005-2007 AGREEMENT**	**WPEA 2005-2007 AGREEMENT**
An employee may, with no impact on pay, be **up to one hour late** arriving at work because of severe inclement weather. Tardiness beyond one hour requires use of authorized leave. To account for tardiness beyond one hour or for an absence of an entire day, the employee must take and exhaust accrued paid leave, in the following order: 1. Any earned compensatory time, or exchange time; 2. Any accrued vacation leave 3. Accrued sick leave (up to three days in a calendar year).	Section 16.6, Article 16 Employees who report to work late will be allowed up to one (1) hour of paid time. Section 16.2 will apply to any additional late time.	Section 14.4, Article 14 Tardiness due to an employee's inability to report for scheduled work for reasons including inclement weather, natural disaster and safety threats will be allowed up to one (1) hour of paid time at the beginning of the workday. Sec 14.3 will apply to any additional time.
If the employee is **absent all day**, authorized leave for the entire day is required for the day to be considered an authorized absence. If the employee leaves work early in anticipation of or because of bad weather, authorized leave is required for the absence to be considered excused.	Section 16.2, Article 16 If a work location remains fully operational but an employee is unable to report to work or remain at work for reasons including inclement weather and natural disaster, the employee's leave will be charged in the following manner order: A. Any earned compensatory time B. Any accrued vacation leave C. Up to three (3) days of accrued sick leave per calendar year D. Leave without pay Although the types of paid leave will be used in the order listed above, and each type of paid leave will be exhausted before the next is used, employees will be able to leave without pay rather than vacation or sick leave at their request.	Section 14.3, Article 14 If a work location remains fully operational but an employee is unable to report to work or remain at work for reasons including inclement weather and natural disaster, the employee's leave will be charged in the following manner order: A. Any earned compensatory time B. Any accrued vacation leave C. Up to three (3) days of accrued sick leave per calendar year D. Leave without pay

When the Office/Facility is Closed

PO01-035	WFSE 2005-2007 AGREEMENT	WPEA 2005-2007 AGREEMENT
The responsibility for closing any DNR office or work site rests with the Commissioner of Public Lands or the Commissioner's designee.		
The Region or Division Manager can direct the employee to work at an **alternative work site**, or at home. Alternative work site assignments should, whenever possible, be to a location with the necessary tools, communications and technology to enable the employee to continue productive work. As a last resort, an employee may be directed to be available during scheduled work hours at an alternative work site, such as the employee's home, where they would be available to receive further direction. When an office/facility is closed and with the approval of the supervisor, employees may elect to use authorized leave or to adjust their work schedule. In the case of overtime-eligible employees, such adjustments must be made within the authorized 40-hour workweek. In the event of prolonged emergencies, employees who are not needed to remain at the work site to respond to an emergency should be sent home and instructed to remain available to received further direction during scheduled work hours.	Section 16.1, Article 16 A. Non-emergency employees may be released with no loss of pay during any disruption of services. B. Non-emergency employees may be reassigned to similar positions at locations within a reasonable driving distance from the non-operational location during any disruption of services.	Section14.1, Article 14 A. Non-emergency employees (as determined by an agency head or designee) may be released with no loss of pay during any disruption of services. B. Non-emergency employees may be reassigned to similar positions at locations within a reasonable driving distance from the non-operational location during any disruption of services.