


Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-30-17 Date Signed
LAST REVISED: 06/30/2015	CONTACT: Human Resources

708 – Emergency Conditions and Inclement Weather

- 708.1 Grant County's commitment to its citizens requires that all offices, departments and activities shall be open and in operation during established work hours regardless of emergency or weather conditions. Because many County services are of primary importance during emergency conditions, all employees should plan ahead and make every reasonable effort to report for work on a timely basis; *i.e.*, unless travel conditions present undue personal risk.
- 708.2 This policy applies to all Grant County employees, except those who have been identified as essential services personnel due to requirements for public safety and health, maintenance and/or protection of critical County facilities, equipment and resources. This designation is made by their Employing Official(s) and/or communicated in writing through County Memorandum or inclusion in the employee's job description.
- 708.3 Should emergency conditions exist which would prevent an employee from reasonably reporting to work either on time or at all, the employee is required to contact his/her supervisor, providing as much advance notice as possible prior to the scheduled, work starting time.
- 708.4 It is the employee's responsibility to have all necessary telephone numbers at his/her disposal to report the delay or absence from work.
- 708.5 In such instances, employees may:
- (a) Use any earned annual or earned compensatory time;
 - (b) Alter his/her work schedule within the work week to make up time lost, if work is available and subject to prior approval by his/her supervisor;
 - (c) Take the time as leave without pay.
- 708.6 Should emergency/weather conditions be so severe that the Board of County Commissioners announces curtailment of County operations for the safety and welfare of its employees and/or citizens, no pay shall be deducted for employee work time lost during the first two (2) days of the announced curtailment of operations, nor shall employees be required to use earned annual or compensatory time for such two-day period unless the employee had already scheduled the time as annual, sick or compensatory time off. This provision may not apply to essential services personnel called upon to provide County safety and security services as referenced in paragraph 708.2 above.

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- 708.7 Grant County courts, Superior and/or District, may be closed if weather, technological failure or other hazardous or emergency conditions or events are or become such that: (1) the safety and welfare of the employees are threatened; (2) the court is unable to operate; and/or (3) immediate action is demanded in order to protect the court, its employees or property. These types of court closures are authorized by a general court rule (General Rule 21 on Emergency Court Closure). This action suspends the courtroom activity only. County offices, including court offices, may only be closed through the process outlined in paragraph 708.6, above.
- 708.8 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 an early closure decision was implemented, will be credited for the entire scheduled work day. This will not increase the maximum first two (2) days referenced in paragraph 708.6, above.
- 708.9 The County will make a reasonable effort to communicate delayed openings and closures by way of: (1) posting such communications on the County's web site (<http://www.grantcountywa.gov/>); (2) through GCSO emergency notices; and/or (3) through local media. Notwithstanding, the Employing Official is advised to have available a list of his/her office/department's current employees and their emergency contact information readily available in the event of an emergency.
- 708.10 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.
- 708.11 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 and County policy. 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.

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