

Inclement Weather FAQ's

- A. [Inclement Weather Decisions and Communications](#)
- B. [Essential Employees](#)
- C. [Designation of Essential Employees in a Long Term Weather Event](#)
- D. [Arrival and Departure Times During Inclement Weather](#)
- E. [School Closures and Administrative Leave Eligibility for Local 88 Employees](#)
- F. [Working from Home and Reporting to Alternative Work Sites](#)
- G. [Timekeeping](#)
- H. [Breaks and Meal Periods](#)

A. Inclement Weather Decisions and Communications

01. Who is responsible for closing or curtailing County operations due to inclement weather?

- A. The Chair, Chair's Chief-Of-Staff, Chief Operations Officer, or other Chair designee is responsible for determining when to close or curtail County operations due to situations affecting the health or safety of employees and/or the public. Department Directors and Elected Officials or their designees are responsible for making those decisions at the department level.

02. How are County operation decisions made during inclement weather?

- A. County staff members collect weather related data from a range of reliable sources. A network of administrators then makes a recommendation to the chair, department directors, and elected officials on whether any closures or schedule changes will occur.

03. When are inclement weather decisions made?

- A. The County's goal is to make the most appropriate decision for our clients and staff based on available information. When closure or curtailment of operations due to weather is expected on the morning of a business day, every attempt is made to decide about facility closures and schedule changes the evening before.

For an unexpected or a less definite situation, every attempt is made to make a decision by 5:30 a.m. Weather and road conditions will be monitored throughout the workday to determine whether the County needs

to curtail operations. If the County curtails operations for an entire day, notice will be given to employees by 6:00am.

- 04.** If a decision is made to close or curtail County operations, how will I know whether my work site is opening late or closed?
- A.** If the Chair's Office makes a decision to close or curtail County operations, the decision is relayed to the departments, the news media, the County's website, and the County's inclement weather phone line (503-988-4633). Each department is required to inform affected employees immediately of revised opening times or office closures through a method previously communicated to employees. The notification can be by phone tree, posting such information on the department website or phone line, or any other reasonable method.
- 05.** It is snowing where I live, but I have not seen any communication stating that the Chair has declared an inclement weather event or my department director has closed or curtailed operations. Should I report to my work site at the normal time?
- A.** It is the policy of the County that employees are expected to make every effort to come to work on time to serve the public.
- If you are not contacted or have obtained no information regarding closure or curtailment of County operations, offices will open at their regular starting times and all employees are expected to report to work on time.
 - If the County has announced a revised or delayed opening time, employees should report as follows:
 - Non-essential employees who work on-site at a County facility are expected to report to work at the new designated opening time.
 - Employees who are on approved hybrid or routine telework schedules are expected to begin work at their regularly scheduled start time. If you are unable to work due to extenuating circumstances, such as a power or internet outage or home evacuation, please contact your manager to discuss options.

- Employees designated as essential are expected to report to work in person to their assigned work location (County building) at their regularly scheduled start time.
- If a closure is announced, employees should report as follows:
 - Employees designated as essential are required to report in person to their assigned work location (County building) at their regularly scheduled start time.
 - Employees with approved hybrid and routine telework schedules are expected to work their regularly scheduled shift. If you are unable to work due to extenuating circumstances, such as a power or internet outage or home evacuation, please contact your manager to discuss options.
 - Non-essential employees with no telework or ad-hoc telework agreements will receive administrative leave for their regularly scheduled shift during the closure.

B. Essential Employees

01. What does it mean to be designated as an essential employee?

- A.** Essential employees are expected to report for duty on time and remain at work until the end of their scheduled shift even if the County closes or curtails operations due to inclement weather, natural disaster, or community emergency.

02. How do I know if I have been designated an essential employee?

- A.** Each department has a procedure for identifying and informing essential employees who are required to report to work regardless of the closure or curtailment of County operations. Essential employees should know their essential status prior to inclement weather. Employees should ask their supervisors if they are unsure of their status. By October 1 of each year, departments are required to post a list of employees designated as essential. Essential employee lists are posted [on the Commons](#).

03. What happens if I am designated as an essential employee, but I do not come to work during an inclement weather closure or curtailment of operations?

A. Essential personnel who do not report and have an unplanned absence may be asked to provide verification to explain the reason for not reporting and could be subject to discipline.

04. I am designated as an essential employee, and the County is closed due to inclement weather. I am unable to arrive at work by my designated starting time during inclement weather. Do I receive administrative leave for the time I missed or do I need to use my leave accruals?

A. No, essential employees are not entitled to administrative leave when they do not come to work due to inclement weather. Employees designated as essential are required to report to work at the designated time and may face discipline for failure to do so. Essential employees must use accrued vacation, comp time, saved holiday, personal holiday hours, or take unpaid leave. In lieu of using accrued leave, they may also flex their schedule to make up the hours with supervisor approval or take unpaid leave.

Essential employees are entitled to administrative leave if they are directed by their supervisor or manager to stay home or sent home early due to a closure from inclement weather.

05. Can essential employees be assigned duties outside of their normal responsibilities?

A. Yes, all employees, including essential employees, can be assigned other duties and/or directed to report to a different worksite.

06. Can essential employees work from home?

A. Essential employees may be directed to work remotely or in person during a County closure or curtailment, based upon management discretion and operational needs. Additionally, an employee may request to work from home if their essential duties can be performed from home and their supervisor has approved the request.

07. As an essential employee, do I receive any extra compensation if I'm directed to work during a closure?

A. Based on your Union collective bargaining agreement (CBA), you may be eligible for additional compensation if you are a designated essential employee. Some essential employees are eligible to receive additional compensation for working during a County closure, while others may

receive saved holiday accruals. Please refer to your applicable CBA to understand the terms applicable to your position

C. Designation of Essential Employees in a Long Term Weather Event

01. What is meant by long-term inclement weather?

A. If inclement weather causes the County to close or curtail operations cumulatively of four days of disrupted operations in a seven day period **or** lasting two consecutive days or more **or** occurs on a date and time that would disrupt a critical County function that must be executed during the time frame of the closure/operations curtailment.

02. What can happen in a long-term inclement weather event?

A. Employees who are not usually designated as essential may be directed to return to work during the County's closure. This is to ensure that crucial County operations are continued even while the County is closed.

03. I'm a Local 88 employee that is not regularly designated as an essential employee. Do I receive any extra compensation if I'm directed to work on-site at a County facility during a closure?

A. Yes, Local 88 employees who are not in an assignment designated as essential, but are directed to report in person to a County facility during a closure due to inclement weather shall receive a 20% premium on all hours worked during a closure.

04. Can non-essential Local 88 employees volunteer to report in person to a County facility and work when the County is closed with supervisor or manager approval?

A. Yes, if your supervisor or manager approves your request to report in person to a County facility for work, you will receive the 20% premium pay for the hours worked.

05. If I'm designated as an essential employee in a long-term inclement weather event, how long does the designation last for?

A. The designation lasts for as long as the inclement weather causes the County to have closures or until your supervisor tells you the designation is removed.

06. What is an example of an employee who may be designated as essential during a long term inclement weather event?

A. An employee may not normally be scheduled as essential, but due to the inclement weather lasting for a prolonged period, or if there is a critical business need that must be performed, the employee may be designated as essential for a period of time. Examples of this would be inclement weather during a time when services need to be performed or there would be harm to citizens, employees or property, during a payroll period, other jurisdictions such as the courts are working, etc.

D. In Person Arrival and Departure Times During Inclement Weather (non-essential positions)

01. The County is on a delayed opening at 10:00 am, and I normally report to a County facility for work. My schedule normally starts at 8:00 am, but I am unable to make it until 11:00 am. Am I entitled to administrative leave from 8:00 am to 10:00 am?

A. If you are scheduled to report in person to a County facility for work, you will receive administrative leave from 8:00 am to 10:00 am, but you must charge one hour, from 10:00 to 11:00 am, to an appropriate leave category or, with supervisor approval, flex your schedule to make up the hour.

02. I am scheduled to work on-site at a County facility and my work site is opening later than normal because of weather. If I am scheduled to arrive at the revised opening time will I be paid for a full work day?

A. You will be paid for a full day if you arrive by the revised opening time.

03. I have an approved routine or hybrid telework agreement and normally start work at 8:00 am. The County has a delayed opening at 10am. When should I begin teleworking?

A. You should begin your workday at 8:00 am. Employees with approved hybrid and routine telework agreements are expected to begin teleworking at their regularly scheduled start time unless they are unable to perform their duties and have received permission to start at a later time. If you are unable to work due to extenuating circumstances, such as a power or internet outage or home evacuation, please contact your manager to discuss options.

- 04.** My work site is opening later than normal because of the weather. My normal work shift starts before the revised opening time. When should I report to work?
- A.** Employees will normally report at the revised opening time. However, you may report earlier than the revised opening time if you have approval from your manager/supervisor and the building is safe and ready for staff prior to the revised opening time.
- 05.** My work site is opening later than normal because of the weather. My normal work shift starts after the revised opening time. When should I report to work?
- A.** Report at your normal reporting time.
- 06.** What if I am told by my supervisor to not come to work because the facility I work at is closed and there are no safe alternative work sites for me to be reassigned to?
- A.** An employee who is directed by the County or their department not to report for work due to facility closure or other conditions shall be compensated for regularly scheduled hours until such time as the facility or office reopens and/or the employee is reassigned to another work location. Those hours are coded as administrative leave. However, if an employee has an approved hybrid or routine telework agreement, they may be directed to telework in lieu of administrative leave.
- 07.** My schedule is 8:00 am to 5:00 pm. The County's operations are curtailed, so that employees can leave at 3:00 pm. I am a represented employee and left at 2:00 p.m. before the inclement weather decision was made because the roads were reported to be hazardous in my neighborhood. Do I get paid for the two hours that the County's operations were curtailed?
- A.** Yes, you receive administrative leave for the two hours from 3:00 to 5:00 pm. You must charge the one hour, from 2:00 to 3:00 pm to an appropriate leave category or with supervisor approval, flex your schedule to make up the hour.
- 08.** If the County Chair decides that buildings are opening at 10:00 a.m. due to inclement weather, but the department says some employees need to arrive by 9:00 a.m., do such employees get the administrative leave from 9:00 a.m. to 10:00 am if they don't arrive until 10:00 a.m.? Or does the department directive override what the County has stated?

- A. Employees are responsible for following the call in procedure prescribed by their department. Department directive overrides what the County states on the radio, TV or County web page, as those messages are generally geared toward the public as customers.

In the event of delayed openings, departments have a right to determine who among non-essential employees needs to arrive at their normal reporting time. The County may announce a building is opening to the public at 10:00 a.m., but the department can direct employees to arrive at 9:00 a.m. to prepare the building for the public.

For example, employees who work an 8:00 am to 5:00 pm schedule, and are directed to arrive by 9:00 a.m., but did not arrive until 10:00 a.m., will receive one hour of Administrative Leave for 8:00 a.m. to 9:00 a.m. They will need to charge from 9:00 to 10:00 am to an appropriate leave category or with supervisor approval, flex your schedule to make up the hour.

- 09. What if a department has a technical problem when putting a message on the inclement weather phone number? For example, on the morning of the snow event it was 6:30 a.m. by the time the late opening message was implemented and due to the delay in notifying employees of the delayed opening, some employees arrived at their normal 8:00 a.m. starting time. Can they leave early since others get a free two hours off?

- A. Employees who arrived at their normal start time need to work their regular shift. A department being unable to update their inclement weather phone number is not a justified reason for employees to leave early.

E. School Closures and Administrative Leave Eligibility for Local 88 Employees

- 01. Are there special rules regarding Local 88 employees eligibility for administrative leave when there are school district closures where the employee's child(ren) attend(s) school?

- A. Yes, a Local 88 employee may receive administrative leave if they miss work due to inclement weather in the following circumstance: If an employee takes leave to care for their children whose school district closed, and then the County closes or curtails the facility where that employee works, then the employee would be able to change their leave accruals to Administrative Leave. However, they are only entitled to

administrative leave for hours that the County is closed during their regular shift.

02. The County has announced that operations will be curtailed, and County offices will open at 10:00 am. Employees are directed to report to work at the revised opening time. My children's school just closed, and I need to stay home to provide daycare. I normally work an 8:00 am to 5:00 pm schedule. Do I get any special consideration for this during inclement weather events?

A. Yes, you receive administrative leave from 8:00 to 10:00 am. You must then charge the remainder of your shift to the appropriate leave category or with supervisor approval, flex your schedule to make up the hours missed.

03. Prior to the inclement weather, I arranged to take a vacation day or sick day. There was inclement weather that caused the County to close and the school district I lived in closed. Do I receive administrative leave for the time that the County was closed?

A. No, in order to receive the administrative leave, it must be because you are dealing with the inclement weather. Since you requested leave prior to the inclement event, you must charge the appropriate leave category. You cannot cancel a previously planned day of leave in order to receive administrative leave pay for a closure.

F. Working from Home and Reporting to Alternative Work Sites

01. May I work from home during inclement weather if I can access email and/or perform other County work from my home computer?

A. Only if you have your manager or supervisor's approval (or their designee).

02. I can't get to my work site, but I can get to another work site. Should I report there?

A. If your work site is closed or you are unable to get to your work site, your manager/supervisor may direct you to report to another work site, or may approve your request to report to another work site if you can perform your duties at an alternative site.

03. I work in a school-based position. My school is closed due to inclement weather, so I am unable to report to my work site, but the County remains open. What should I do?

- A.** Contact your manager/supervisor who may direct you to report to another work site or instruct you to telework. If there is no work available to you, then you will be paid administrative leave for all of your regularly scheduled hours.

- 04.** If the County is entirely shut down due to (more extreme) inclement weather, am I expected to work if the event falls on my telework day?
 - A.** Yes, telework employees are expected to work their normal shift, unless they are unable to perform their duties and have received permission from their supervisor/manager to use their accrued leave. If you are unable to work due to extenuating circumstances, such as a power or internet outage or home evacuation, please contact your manager to discuss options.

- 05.** Are telework employees entitled to administrative leave if there is a two hour delayed opening of County buildings due to inclement weather?
 - A.** Telework employees are generally not entitled to the two hours administrative leave granted to employees who report to a County building. Telework employees are expected to work their normal hours. If you are unable to work due to extenuating circumstances, such as a power or internet outage or home evacuation, please contact your manager to discuss options.

- 06.** I asked to telework because of weather conditions, and then the County closed early. Do I have to continue teleworking for my full shift or can I stop working and receive administrative leave from the time of closure to the end of my shift?
 - A.** Yes, if there is work that can be performed, an employee who asked to telework before the County closes must continue working for the remainder of their shift. If you are unable to work due to extenuating circumstances, such as a power or internet outage or home evacuation, please contact your manager to discuss options.

- 07.** The County closes operations at 6:00 am for the entire day and an employee is regularly scheduled to telework on a day later in the week or has a telework arrangement that requires the employee and their supervisor reach a mutual agreement to telework on a specific date. Can the employee be required to telework on the day of the closure rather than taking administrative leave?
 - A.** Yes, if the employee has an approved Hybrid or Remote telework agreement, they are expected to telework for the duration of their regularly

scheduled shift. If an employee teleworks on an ad-hoc basis, the employee is not expected to telework on the date of closure.

Employees with approved hybrid or routine telework schedules who are unable to work due to extenuating circumstances, such as a power or internet outage or home evacuation, must contact their supervisor or manager to discuss options.

G. Timekeeping

- 01.** What are the possible time codes that can be used during an inclement weather event?
 - A.** Worked Time
 - B.** Telework
 - C.** Ad-Hoc Administrative Leave
 - D.** Comp Time Taken
 - E.** Saved Holiday
 - F.** Personal Holiday
 - G.** Unpaid Leave
 - H.** Vacation Leave
- 02.** I'm an AFSCME employee. How should I record my time in a County curtailment or closure?
 - A.** [AFSCME Operationally Essential Employees Time Entry \(Hourly\) QRG](#)
 - B.** [AFSCME Operationally Essential Employees Time Entry \(Salary\) QRG](#)
 - C.** [AFSCME Non-Operationally Essential Time Entry \(Hourly\) QRG](#)
 - D.** [AFSCME Non-Operationally Essential Time Entry \(Salary\) QRG](#)
- 03.** Operations were curtailed and non-essential employees who were at work were allowed to leave early. How do I record my time?
 - A. Non-exempt FLSA Employee** (meaning can accrue overtime): If you left at the time or after offices were closed, the time for your remaining shift should be coded as administrative leave. If you left before offices were

closed, you must use vacation or some other appropriate paid leave time for all hours of your shift that the County was open.

B. Salaried Employee: Salaried employees who are exempt from overtime and worked part of the day should record the hours as regular worked time. Salaried employees only need to code full days on or off work (the exception is for partial day FMLA/OFLA absences). If the County was closed for the full day, salaried employees should record the time as administrative leave.

04. I arranged for vacation or sick leave prior to the inclement weather. The County ended up closing on the day I was already out on leave. How should I code my timesheet?

A. Employees who are already in an approved leave status will remain in that status and cannot change their time to administrative leave. You cannot cancel a previously planned day of leave in order to receive administrative leave pay for a closure.

05. I'm scheduled to be off work on my observed holiday. The County closes for the day due to inclement weather. Do I have to use my holiday hours or can I receive administrative leave?

A. If we are closed on your observed holiday, you must code the day as holiday leave rather than administrative leave since you were already in leave status prior to the inclement weather.

06. What if County operations are not curtailed or closed, but an employee is late, leaves early, or misses a full day of work due to concerns about road conditions?

A. Managers and supervisors may allow FLSA non-exempt employees who encounter unusual difficulty in their commute to flex their schedule to make up for missed hours or charge their non-worked time to vacation, comp time taken, saved holiday, personal holiday or unpaid leave.

07. How are shift premiums impacted during inclement weather events?

A. If an employee has a shift differential built into their schedule then the premium will pay on all paid time. If the shift differential is not built into their schedule, but they were scheduled to work a shift eligible for the premium, only actual time worked should be coded with the premium.

- 08.** For those staff who, for various reasons, did not get the message that the County was on a delayed opening at 10:00 am, and they arrived at their work location at their usual work start time, how will they be coding their time?
- A.** Employees who did not get the message to report at 10:00 a.m. and arrived at their normal report time need to code their time as regular time worked. Employees who arrive at their normal start time need to work their entire regular shift. An early arrival does not create administrative leave time for use at the end of the day or on another day.
- 09.** Can I use my administrative leave at another time?
- A.** No. The administrative leave must be used on the day of the inclement weather during the designated time of the curtailment or closure of operations.
- 10.** Do on-call and temporary employees receive administrative leave pay during inclement weather closures?
- A.** Yes, if an on-call or temporary employee is scheduled to work on-site at a County facility the day of the inclement weather closure, they are entitled to paid administrative leave for hours scheduled to work during a closure.
- 11.** An employee works 8:00 am to 5:00 pm. The County has a delayed opening to 10:00 am. The employee arrives at 10:00 am, but asks to work until 7:00 pm to make up the hours missed, so the employee works 8 hours. Does the employee receive two hours of administrative leave and two hours of overtime from 5:00 pm to 7:00 pm?
- A.** If your supervisor or manager approves your request to work an extra two hours, those hours worked from 5:00 pm until 7:00 pm may be paid as overtime in accordance with your CBA.
- 12.** I am a Local 88 essential employee and my schedule is 6:00 am - 4:30 pm. The County declared an inclement weather event and had a delayed opening at 10:00 am. How would I code my time sheet?
- A.** The hours from 6:00 am to 10:00 am would be coded Inclement Weather Essential Pay Premium. All other hours after 10:00 am would be your regular work time coding.

H. Breaks and Meal Periods

01. Do employees get a meal period if they work less than 6 hours due to a late opening?

A. Employees are not entitled to a meal period unless they work a minimum of 6 hours (excluding any administrative leave time), but supervisors can give them an unpaid meal period if the employee requests it. If an employee normally takes an hour lunch, they can opt to take a shorter lunch than usual, but the minimum meal period is 30 minutes.

02. The County opened at 12:00 pm on a day an employee was scheduled to work 7:00 am to 4:00 pm. The employee worked 4 hours from 12:00 pm to 4:00 pm and did not take a lunch. How does the employee code their time? Are they eligible for 5 hours of administrative leave and 4 hours of regular time, which would put them into an overtime situation?

A. The employee doesn't get overtime on this day. Administrative leave is to make the employee whole for missed time and does not trigger an overtime situation. They would record their time as if they took a lunch break and worked the entire day. Their time entry should reflect 4 hours of administrative leave and 4 hours of regular time.