

## **INCLEMENT WEATHER SUSPENDED OPERATIONS**

**Policy Number:** SAF-101

**Effective Date:** Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on November 4, 2020.

**Application:** Applies to all employees of the **EWSHS**.

**History:** This policy updates and renumbers previous BP #125 dated February 1, 2017. BP #125 replaced HR #111.

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### **Article I PURPOSE**

1.1 To detail the policies and procedures to be followed during inclement weather events or other natural disasters.

### **Article II DEFINITIONS**

2.1 **Inclement Weather** - For the purposes of this policy, inclement weather includes severe conditions that constitute a hazardous weather event, where local weather conditions prevent or significantly affect employees from traveling to or departing from the workplace. These conditions include heavy snow and ice that make roadways and walkways treacherous or impassable as well as dangerous wind, rain, and other conditions related to extreme weather events. Only the Executive Director or designee has the authority to designate conditions as inclement weather.

2.2 **Suspended Operations** - For the purposes of this policy, suspended operations include severe conditions that constitute a severe weather event or conditions (for example, earthquake, fire, flood) that prohibit the agency from commencing operations or remaining operational. Only the Executive Director or designee has the authority to suspend operations.

### **Article III INCLEMENT WEATHER**

#### **Policy Statement**

3.1 The Executive Director or designee will issue an all staff email on days when weather conditions are considered inclement. The message will include the building locations that are affected and the amount of time that an employee may be tardy or released early without a loss in pay for the specific occurrence.

3.2 Employees who report late to work or leave the worksite early due to inclement weather will be allowed to use inclement weather leave for the designated number of hours communicated via email.

3.3 Employees will be allowed to use accrued leave or leave without pay for reasons of inclement weather beyond the approved number of hours. Authorized leave types may include:

- 3.3.1 Accrued compensatory time or exchange time.
- 3.3.2 Accrued vacation time.
- 3.3.3 Accrued sick leave (3 days maximum per calendar year).
- 3.3.4 Leave without pay.

3.4 When an employee is absent for an entire work shift, a full shift of accrued leave or leave without pay must be submitted. Inclement weather leave does not apply. Authorized leave types may include:

- 3.4.1 Accrued compensatory time or exchange time.
- 3.4.2 Accrued vacation time.
- 3.4.3 Accrued sick leave (3 days maximum per calendar year).
- 3.4.4 Leave without pay.

#### **Article IV SUSPENDED OPERATIONS**

4.1 When it is determined that public safety, health or property is jeopardized due to emergency conditions, the Executive Director or designee may suspend operations for the entire agency or a portion of the agency for a period of time that is no longer than 15 consecutive calendar days without director of financial management approval.

4.2 Notice of suspended operations will be provided to employees, in advance when possible, via the following avenues:

- 4.2.1 All staff email or phone tree.
- 4.2.2 Signage at the impacted worksite.

4.3 If advance notice is not possible, each building at the EWSHS that will suspend operations will have a sign posted at the building's entrance with notification and the emergency number message will be updated accordingly.

4.4 Employees will be expected to report for work the following day unless otherwise directed at the time of operations' suspension. No use of leave will be required due to suspended operations.

4.5 Employees not required to work during suspended operations will not experience a loss in pay and will not be required to submit leave.

4.6 Where an employee is already absent from the workplace on pre-approved leave, the provisions of this policy do not apply.

4.7 Any employee required to report to work during suspended operations will be compensated as follows:

- 4.7.1 Over-time eligible employees will accrue compensatory time at a rate of time plus one half of the time worked during the closure.
- 4.7.2 Over-time exempt employees will accrue exchange time at a rate of hour for hour of time worked during the closure.

**Primary roles and responsibilities for Inclement Weather/ Suspended Operations within the EWSHS.**

Role	Responsibilities
<b>Executive Director/ Designee</b>	<ul style="list-style-type: none"> <li>• Determine that an inclement weather event occurred and the number of hours of inclement weather leave to be authorized.</li> <li>• During events where public safety is jeopardized, determine whether or not to suspend agency operations.</li> <li>• Notify staff of the inclement weather or suspended operations.</li> <li>• Ensure, when possible, information has been posted at each worksite and that communication avenues (e.g., emergency numbers, agency website, etc.) have been updated with current information.</li> <li>• Determine when the EWSHS resumes normal operations.</li> <li>• If circumstances dictate a suspension of operations of a duration longer than 15 consecutive calendar days, seek approval from the director of financial management.</li> </ul>
<b>Employee</b>	<ul style="list-style-type: none"> <li>• Exercise good judgment regarding their personal circumstances and for their own health and safety, as well as for their work responsibilities. Each individual must make the ultimate decision of whether to travel to the EWSHS under varying conditions.</li> <li>• During an inclement weather event, submit leave requests for inclement weather leave up to the amount of inclement weather leave authorized. If absent beyond the time authorized, submit leave using the leave types indicated in the policy above.</li> <li>• During suspended operations, the use of leave is not required.</li> <li>• Monitor the situation and use the communication channels available to EWSHS to determine when it safe for you to return to work.</li> </ul>
<b>Supervisor/ Manager</b>	<ul style="list-style-type: none"> <li>• Ensure direct reports have been notified of inclement weather or suspended operations status.</li> <li>• Approve inclement weather leave and other leave requests in accordance with this policy.</li> </ul>
<b>Department of Enterprise Services (DES) Small Agency HR Services Primary Consultant</b>	<ul style="list-style-type: none"> <li>• Consult with the EWSHS regarding options and requirements during inclement weather or suspended operation events. On an annual basis send inclement weather notice to agencies for distribution.</li> </ul>

**WAC's that apply to this policy/procedure**

357-31-255 (inclement weather)	357-31-260 (when to suspend operations)
357-31-265 (suspended operations leave usage)	357-31-270 (suspended operations rate of pay)
357-31-275 (procedure for suspended operations)	357-31-280 (duration of suspended operations)

## **INCLEMENT WEATHER SUSPENDED OPERATIONS PROCEDURE**

**Policy Number:** SAF-101A  
**Effective Date:** November 2020  
**Application:** Applies to all employees of the **EWSHS**.  
**History:** This procedure updates and renumbers BP #125A dated February 2017.

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The agency director or his designee (in the director's absence) makes a suspend operations decision if in their best judgement conditions are severe and widespread enough to suspend operations. If the agency director or designee is not available or cannot be reached, a member of the Senior Staff (in the order listed below) may make the decision in the director's or designee's absence.

1. Director of Museum Experience
2. Development Director
3. Chief Financial Officer
4. Facilities Manager
5. Confidential Secretary

At their discretion, any of the following and/or other factors **may be used** to decide to suspend agency operations:

- Local schools have cancelled classes due to dangerous conditions.
- There are numerous reports of accidents on local roadways.
- Power outages are affecting operations of the agency.
- Predicted severe storms or other dangerous conditions (such as ice, snow, earthquake, volcano, fire, flood, hazmat or other local disaster) are likely to affect a safe commute or work environment.

If operations have not yet commenced for the day, the closure decision should ideally be made by 7 am or earlier in order to keep as many employees as possible safely off roads. If operations have already commenced for the day when a decision is made to suspend operations, information should be disseminated by word of mouth, radio, email and any other alternate communication forms available.

The following procedure will be followed to notify employees of suspended operations:

- The director or the director's designee initiates the phone tree.
- A suspended operations notification is posted on the agency website (if possible) where staff and visitors will be able to discover that operations have been suspended.
- If someone doesn't answer and thus cannot contact their part of the phone tree, the caller continues making that person's calls until the breach is rectified, either by making the calls for the person who didn't answer or until the phone tree is functioning again.
- If conditions are such that communications are down and notifications are not possible, individuals must use caution and provide their own risk assessment until it is clear that operations are suspended.

If operations are not suspended and individuals have a personal safety concern, they may at their option exercise the use of leave that is spelled out in SAF-101.