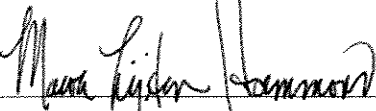


<b>COLORADO DEPARTMENT OF HUMAN SERVICES</b> Office of Performance Improvement	<b>POLICY NUMBER:</b> VI 2.15 <b>PAGE:</b> 1 of 4 <b>SUPERSEDES:</b> All Previous
<b>CHAPTER:</b> Employment Affairs Division	<b>EFFECTIVE DATE:</b> 11/14/2005 <b>DISTRIBUTION DATE:</b> 11/14/2005 <b>SCHEDULED REVIEW DATE:</b> 11/14/2008 <b>REVISED DATE:</b> 11/01/2005
<b>SUBJECT:</b> Inclement Weather	<b>RELATED MANDATES, STATUTES, STANDARDS,  OR EXECUTIVE ORDERS:</b> GOVERNOR'S EXECUTIVE ORDER : D005 00
<b>APPROVED BY:</b>  <span style="float: right;">11/14/05</span> EXECUTIVE DIRECTOR <span style="float: right;">DATE</span>	

**BACKGROUND/PURPOSE**

The closure of state facilities as a result of inclement weather will occur only in the event of extreme weather conditions. The existence of extreme weather conditions will be determined by the Governor or his designee for all state facilities in the Denver metropolitan area. The existence of extreme weather conditions will be determined by the Governor or in his absence the Chief of Staff for all state facilities in the Denver metropolitan area. The Denver metropolitan area is defined as Denver and its surrounding suburbs within a 15-mile radius. Executive Directors or their designated representatives, are delegated the authority to close state facilities outside the Denver metropolitan area. In addition, Executive Directors are delegated the authority to stagger the release times of employees when severe weather conditions exist that warrant such action.

**POLICY**

All employees of the Colorado Department of Human Services (CDHS) shall comply with the Inclement Weather policy issued by the Governor of the State of Colorado. Closure of CDHS facilities or work locations shall occur only in the event of extreme weather conditions that make travel to the work site unusually hazardous or impossible.

**PROCEDURES**

**I. Definitions:**

- A. Essential Employee: Employees whose normal responsibilities are considered indispensable in carrying out the mission of the organization and whose job functions or duty assignments must be performed or whose posts must be staffed by qualified personnel on a regular basis, regardless of external circumstances. In the absence of an individual employee who is classified as essential and is scheduled to work during a specific time period, another qualified person will be required to complete the same duties or staff the necessary post during the same time period.
- B. Non-Essential Employee: Employees who occupy positions which are not considered to be vital on a perpetual basis or that, in the temporary absence of the employee, do not create serious detrimental effects for the clients or customers of the organization.

## **II. Appointing Authority Responsibilities:**

- A. Each Appointing Authority shall assure compliance with the Governor's Inclement Weather Policy by establishing specific procedures to be implemented in the event of severe weather emergencies.
  - a. The Executive Director will designate which facilities, if any, within their department are to remain operational regardless of the extremity of weather conditions.
  - b. The Appointing Authority of each facility shall notify the Director of Operations or the Disaster Coordinator, the Executive Director's Office and the Public Information Officer in the event a facility closes.
  - c. Each Appointing Authority or designee shall designate in advance which position/persons are considered to be essential and which are considered to be non-essential.
  - d. Each Appointing Authority or designee shall inform each employee of the essential/non-essential status of his or her current position.
  - e. Employees shall be informed of the specific supervisor or other persons to contact and of the procedures that become effective whenever a weather emergency exists that may interrupt employee's routine attendance to the job site or job function.
  - f. Where appropriate, written weather emergency plans shall be developed that may include alternate transportation arrangements, such as the use of potentially available four-wheel drive vehicles. Specific information, such as reimbursement for the use of such vehicles, adjustments of employee schedules and changes in the client care routines should be part of the plan.
  - g. Employee Communications – The Appointing Authority or designee shall notify employees using a variety of means such as media outlets, posting on the department internet and/or ensuring a central contact phone number is available.

## **III. Public Declaration to Close State Offices:**

- A. Only the Governor, or his appointed designee may declare inclement weather closures for state employees in the Denver metropolitan area. For CDHS facilities outside of the Denver metropolitan area, the Executive Director of CDHS has the authority to declare official weather emergencies, which includes authorization of administrative leave for absent, non-essential employees.
  - 1. In the event that the Director of the Department of Human Services is not available to declare a weather emergency for outside of the Denver metropolitan area or for notification of a facility weather alert, it shall be the responsibility of the Director's designee(s) to determine if a weather emergency will be declared and who shall be notified of the emergency.
  - 2. The Executive Director or designee will notify the Division of Emergency Management through the State Emergency Line when state facilities outside of the Denver metropolitan area are closed due to inclement weather.
- B. When a public declaration has been made that State offices are closed, employees who are classified as essential shall report to work and carry out their assigned duties regardless of existing, approved closures.

1. In CDHS, essential employees are generally categorized as those who offer direct services of care to persons in a residential facility or who provide a vital service that may be required at any time. Support staff in the Department of Human Services' general offices may customarily be non-essential in a weather emergency situation.
  2. Employees who are required to work during a closure will be paid at their regular pay rate.
  3. Essential employees shall not be administratively excused from work in emergencies, except for existing or approved annual leave or employees already on sick leave.
  4. Home telephone numbers of key administrative staff members shall be made available for essential employees to contact as needed.
- C. The Executive Director or designee will contact the Director of the Office of Operations or the Disaster Coordinator who will start the notification process (a call list of key contacts is maintained by the Office of Operations).

#### **IV. Late Arrival and Early Departure Due to Severe Weather Conditions:**

- A. Employees who arrive late to work because of severe weather conditions may be granted reasonable administrative leave at the discretion of the Appointing Authority or designee(s). Annual leave shall be charged for tardiness beyond this grace period.
- a. Each Appointing Authority or designee shall determine whether severe weather conditions existed prior to authorizing reasonable administrative leave to individual employees in their work unit.
  - b. Emergency road closure decisions made by county and municipal governments shall be honored by the State. Non-essential employees living in areas affected by verifiable road closures shall be granted administrative leave, as necessary.
  - c. If state facilities are closed, affected employees (except essential employees) will be granted administrative leave.
- B. If an Appointing Authority or designee determines there is a severe weather condition that could dangerously threaten departure traffic for their work unit, the Appointing Authority may grant reasonable administrative leave to their employees to allow them to leave earlier than their standard time of departure.
1. Employees who wish to leave early due to severe weather conditions prior to a decision being made by the Appointing Authority may be granted annual leave.
- C. Leave for severe weather conditions will be recorded in KRONOS as follows:
1. Each non-exempt employee will punch in when arriving for work, complete a missed punch form indicating the normal start time and indicate Inclement Weather as the reason for the missed punch. This form must be signed by the appointing authority or their designee before entering into KRONOS.
  2. The timekeeping editor will edit the start punch and select the comment in KRONOS for Inclement Weather Punch Change.
  3. If the time missed is more than two hours and the appointing authority has approved administrative leave, the punch will not be changed. Each non-exempt employee will complete a Leave/Absence Request and Authorization form. The timekeeper editor will enter GADM and the number of hours. The timekeeping editor must select the comment in KRONOS for Inclement Weather Administrative Leave.
  4. Essential, non-exempt positions, as designated by an Appointing Authority, shall have paid leave counted as work time.
  5. If the employee is exempt, a Leave/Absence Request and Authorization will be completed for approved administrative leave. The timekeeper editor will enter

GADM and the number of hours in KRONOS. The timekeeping editor must select the comment in KRONOS for Inclement Weather Administrative Leave.

**V. Employees On Authorized Leave:**

- A. Employees on authorized leave when a closure occurs shall not utilize or report leave differently as a result of the decision to declare an inclement weather closure. The previously authorized leave shall remain in effect. For example, an employee who was on scheduled annual leave during the period of inclement weather will remain on annual leave and the leave shall not be changed to administrative leave.