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## Clackamas County Policy

Name of Policy	<b>INCLEMENT WEATHER, MAJOR EMERGENCIES, AND DISASTERS</b>	Policy #	<b>EPP 12</b>
Policy Owner Name	Evelyn Minor-Lawrence	Effective Date	10/31/23
Policy Owner Position	Human Resources Director	Approved Date	10/31/23
Approved By	Gary Schmidt, County Administrator	Last Review Date	8/31/07
		Next Review Date	10/31/26

### I. PURPOSE AND SCOPE

This policy provides guidelines for operational closures and informs Clackamas County employees and departments of their roles, responsibilities, and expectations during inclement weather, major emergencies, and disasters.

This policy applies to all Clackamas County employees.

### II. AUTHORITY

This policy is established by the County Administrator’s administrative rule-making authority pursuant to County Code 2.09.060.E.

### III. GENERAL POLICY

The County’s policy is to continue operations, to the extent possible, during inclement weather conditions, major emergencies, and disasters, as long as it is safe and appropriate to do so.

When weather conditions arise that require temporarily modifying any county service or function, the determination will be made by the Board of County Commissioners, County Administrator, or designee only. While it is recognized that every employee may encounter different circumstances in their daily commute to and from work, employees are expected to make every effort to report for work during instances of inclement weather conditions. Employees who are unable to report for work on time because of inclement weather conditions must contact their supervisor as soon as practicable for leave approval.

When major emergencies or disasters occur, everyone who lives or works in Clackamas County has a shared responsibility to minimize the impact on our community. Employee skills and experience become more important than ever in meeting the demand for County services during inclement weather, major emergency, or disaster.

During inclement weather, major emergency, or disaster, the Clackamas County Emergency Operations Plan (EOP) may be implemented to provide emergency management functions including the activation of the Emergency Operations Center (EOC).

If the major emergency or disaster occurs during work hours, the County will assist the employee, if requested, in checking on the status of immediate family members of on-duty-employees and report that status to the employee.

Some County collective bargaining agreements contain language addressing inclement weather, major emergencies, and disasters. Please consult the applicable collective bargaining agreement for additional information.

## **IV. DEFINITIONS**

Emergency Operations Center (EOC): When activated, the Emergency Operations Center is staffed by County departments to coordinate incident management and disaster response in support of first responders, response partners, and community members.

Emergency Operations Plan (EOP): An all-hazard plan that describes how Clackamas County will organize and respond to inclement weather, major emergencies, and disasters in the community.

Essential Positions: Employees who are in positions that must report to, or remain at work as scheduled, or as otherwise specifically directed, during inclement weather, major emergencies, or disasters.

Inclement weather: Natural events that adversely impact the safety of citizens or employees. Typically, such situations are the result of unusually severe weather, ice storms, blizzards, or extreme wind conditions. Inclement weather also includes environmental related events such as fire that impacts local air quality.

Major emergency or disaster: Any occurrence which causes (or is likely to cause) a serious threat to the health or safety of a community and/or disruption to any County service that require emergency response, which could include, but not limited to modification of county operations and/or State/Federal assistance. Such an occurrence may be caused by events such as, but not limited to, earthquakes, major landslides, floods, wildfires, volcanic eruptions, or inclement weather.

## **V. POLICY GUIDELINES**

### **1. AUTHORITY TO CLOSE OR MODIFY COUNTY OPERATIONS:**

- a. Only the County Administrator, or designee, has the authority to close County government and County-governed special district facilities, or temporarily modify any County services because of inclement weather, major emergency, or disaster conditions.
- b. The Presiding Judge has the authority to close the County Courthouse and will notify the County Administrator, or designee, prior to closure.
- c. The Justice of the Peace has the authority to close the Justice Court and will notify the County Administrator, or designee, prior to closure.
- d. The District Attorney has the authority to close District Attorney's offices and will notify the County Administrator, or designee, prior to closure.

### **2. EMPLOYEE EXPECTATIONS:**

- a. Work reporting and assignment expectations during inclement weather, major emergencies, and disasters:

In the event of inclement weather conditions, and County operations are open, all employees will make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time, and using alternate routes or alternate methods of transportation. If the employee is unable to report to work, it is their responsibility to report such inability to report to work as soon as practicable to the employee's immediate supervisor.

In the event of an inclement weather event, major emergency, or disaster, the County anticipates

needing every available employee to effectively respond to the impact, whether it strikes during normal work hours, at night, on a weekend or a holiday. In an inclement weather event, major emergency, or disaster, employees should be prepared to report for work at any time and can expect to work non-regular, extended hours. In addition, employees may also be asked to temporarily perform work that is different than the work they normally perform in their regular classification. However, employees will not be required to perform work that is outside their area of expertise, beyond their capabilities, or that they may consider unsafe.

b. Requirements for reporting within or outside an employee’s regular work hours are listed below:

If the inclement weather, major emergency, or disaster occurs during an employees’ regularly scheduled work hours, employees are expected to remain on the job unless specifically released by their supervisor.

If the inclement weather, major emergency or disaster occurs during an employees’ non-work hours, employees are expected to ensure the safety and welfare of their families, and then make every effort to check for reporting instructions.

### **3. DEPARTMENT EXPECTATIONS:**

Each department, division and agency is responsible for developing a Continuation of Operations Plan (COOP) for use during inclement weather, major emergency, or disaster. The COOP includes an alternate department point-of-contact for employees when a supervisor is not available and a phone tree to facilitate communication in the event of an inclement weather closure, major emergency, or disaster.

### **4. OPERATIONAL PLAN(S) FOR INCLEMENT WEATHER CONDITIONS:**

The Board of County Commissioners, County Administrator, or designee, will implement one (1) of the following operational plans:

a. Standard Operational Plan for Inclement Weather, Major Emergency, or Disaster

County Offices/Operations Open – It is recognized that every employee may encounter different circumstances in their daily commute to and from work. Employees are expected to make every effort to report for work during instances of inclement weather, major emergency, or disaster. Employees who are unable to report for work on time must contact their supervisor for leave approval prior to the beginning of their shift.

b. Emergency Operational Plan for Inclement Weather, Major Emergency, or Disaster

County Offices/Operations Closed for normal business, delayed opening, or early departure - When operations are temporarily modified, employees are not to report to work unless they have the ability to telework or have been previously identified as holding “essential” positions. Employees in “essential” positions shall report to or remain at work as scheduled, or as otherwise specifically directed.

### **5. INCLEMENT WEATHER NOTIFICATION PLAN:**

The County Administrator or designee will communicate the designated operational plan to the Executive Management Team (EMT).

- a. The Department Director or designee will communicate the designated operational plan and internal protocols to employees in their department, division, or agency by one or more of the following mode(s) of communication:
  - Refer to the County's Emergency Hotline number
  - Refer to the County's website
  - Contact to key management staff via telephone tree cascading to all employees
  - Email to home addresses
  - Refer to broadcast media alerts
- b. Each department, division and agency is responsible for developing the communication plan that best meets its needs given the various locations and services delivered by the County.
- c. Employees have several modes of obtaining information regarding closure or curtailment when inclement weather occurs. This information will be activated and updated as needed.
  - County email sent to all employees by County Administrator
  - County Emergency Hotline (503-655-8468)
  - Clackamas County Internet - <http://www.clackamas.us>
  - Media Outlets

## 6. "ESSENTIAL" POSITIONS:

For the purposes of this policy, each department, division and agency is responsible for designating those employees and/or positions that are deemed as "essential" positions and who must report to or remain at work as scheduled or as otherwise specifically directed.

- a. Designation of "Essential" Positions: If the employee's job is in one of the vital services (such as law enforcement) or if the employee's agency especially needs the employee during inclement weather, major emergency or disaster, the employee may be asked to stay on the job or report to work while other workers are excused. Employees will be informed if they are designated as "essential" by their supervisor or division director. Employees may be asked to temporarily perform work that is not normally in their regular classification, provided however employees will not be required to perform work that they believe is outside their area of expertise, beyond their capabilities, or that they consider unsafe. Human Resources requires departments to provide Human Resources a current list of "essential" positions by October 31<sup>st</sup> of each year.

## 7. EMPLOYEE COMPENSATION FOR INCLEMENT WEATHER, MAJOR EMERGENCY, AND DISASTER RESPONSE:

- a. Inability to Report to Work:

It is the employee's responsibility to report an inability to report to work as soon as practicable to the employee's immediate supervisor. An employee who is late or unable to report to work, and unable to telework, due to inclement weather, major emergency, or disaster, shall be required to use appropriate accrued paid leave.

- 1) Request for Adjusted Work Schedule:

Requests to report to work at a later time and requests to leave early due to inclement weather conditions, major emergencies, or disasters shall be made as soon as practicable to the immediate supervisor. Employees shall use appropriate accrued paid leave time to cover the absence before going to a leave without pay status, or request to make up the time absent.

2) Request to Make Up Work:

An employee may request to make up work missed due to inclement weather, major emergencies, or disasters during the same work week. Approval shall be at the sole decision of the department management and will depend on availability and whether the make-up work would result in overtime.

3) Request to Telework:

- Request by Employee: An employee may request to telework during inclement weather, major emergencies, or disasters.
- Considerations in Granting Request: The employee's supervisor will consider the nature of the employee's job, the operating needs of the work unit, and other relevant issues in deciding whether to grant such request.

**8. COMPENSATION FOR INCLEMENT WEATHER, MAJOR EMERGENCIES, OR DISASTER RESPONSE, CLOSED OR MODIFIED FUNCTION:**

- a. Employees who report to their regular work locations or telework to perform their normal tasks or who report to another emergency work location to perform tasks as instructed under their department's emergency operations plan, shall receive their regular rate of pay.
- b. Employees who are released from scheduled work early, or who are instructed to not report or to delay reporting for scheduled work under circumstances dictated by emergency management operations, shall receive their regular compensation for the day and will not be charged leave time.
- c. Decision made during a workday to close County Offices/Operations early: Impacted employees who report to onsite scheduled work and remain at work at the time of the decision shall receive compensation for the time worked and receive compensation for the remainder of their work shift, as long as telework is not an available option.
- d. Decision made prior to a workday to open County Offices/Operations late: Impacted employees who report to onsite scheduled work at the modified work time shall receive compensation for the time worked and receive compensation for the balance of their work shift, as long as telework is not an available option.
- e. County Offices/Operations Full Closure: If the County closes for the day, impacted employees who are scheduled to work onsite that day and who do not have the ability to work remotely will be paid for the normally scheduled work shift and are not charged leave time. If an employee reports to work on the day of a County closure, the employee will be paid their regular wages but will not receive overtime or compensatory time for the regular hours worked. Collective bargaining agreements may contain provisions and in those instances, the collective bargaining agreement takes precedence.

**9. UNUSUAL USE OF RESOURCES:**

- a. In an inclement weather event, major emergency, or disaster, an “essential” employee may request overnight accommodations near the work location in order to report to work the next day. This must be pre-approved by the employee’s supervisor. The employee’s supervisor will consider the nature of the employee’s job, the operating needs of the work unit and other relevant issues in deciding whether to grant such request.
- b. In a situation of inclement weather, major emergency, or disaster, an employee may request alternative transportation in order to report to work. This must be pre-approved by the employee’s supervisor. In the decision to grant a request, the employee’s supervisor will consider the nature of the employee’s job, the operating needs of the work unit and other relevant issues. Alternative transportation may include but is not limited to a passenger transportation service, bus, Sheriff’s Office transport, or other county vehicles.

## VI. PROCESS AND PROCEDURES

- If the inclement weather, major emergency, or disaster occurs during non-work hours, the employee is to make every effort to contact their supervisor for reporting instructions. Employees may also check the **Employee Emergency Hotline (503) 655-8468** for reporting instructions and incident information. If unable to establish contact with a department representative, employees should assume they are needed and report as soon as practicable to the reporting station identified on the Employee Hotline.
- Employees may also check the County’s website at [www.clackamas.us](http://www.clackamas.us) and monitor emergency information broadcasts on radio and television through the Emergency Alert System.

## VI. ACCESS TO POLICY

Access to this administrative policy shall be as follows:

- Filed in the County’s policy management system.
- Posted to the County’s intranet.
- Posted to the County’s internet.

## VII. RESOURCES

For questions related to this policy, please contact the Human Resources Department.

See also:

Employee Emergency Information: <https://www.clackamas.us/onboarding/hotline.html>

Disaster Management Information: <https://www.clackamas.us/dm>

Disaster Preparedness Resources: <https://www.clackamas.us/dm/preparedness.html>