



The following Inclement Weather Policy shall apply to all agencies of the Executive Branch. The policy is intended to supersede the Inclement Weather Policy dated December 2001. Legislative and Judicial Branch agencies and the Board of Regents institutions are encouraged to develop or review their own plans.

The purpose of closing non-essential services is to provide for the safety of state employees and to enhance the safety of highway travel by allowing for the efficient and effective clearing of roads, and to facilitate law enforcement and emergency vehicle responsiveness to accidents.

DECLARATION OF INCLEMENT WEATHER

1. In the event of inclement weather, the Governor may issue a Declaration of Inclement Weather for the entire state, or for one or more geographic areas of the state. Only the Governor or the Governor’s designee has the sole authority to issue a Declaration of Inclement Weather for Shawnee County. If a Declaration of Inclement Weather is issued by the Governor, the Governor’s Office will communicate the Declaration to employees via the local news media.
2. For agency offices located outside Shawnee County, the Declaration of Inclement Weather may be issued by the Cabinet Secretary, Agency Head, or the designee as stipulated in the agency plan. The Governor’s Office and the Division of Personnel Services are to be notified by e-mail of the starting and ending times and counties and/or cities covered by a Declaration of Inclement Weather outside Shawnee County.
3. In the event of a Declaration of Inclement Weather, state government will close for non-essential state employees during the period of Inclement Weather. Benefits eligible non-essential employees who are scheduled to work shall be placed on Inclement Weather Leave. Non benefits eligible employees who are scheduled to work should not report to duty and will not receive Inclement Weather Leave.
4. Employees who work during a Declaration of Inclement Weather receive compensation at the same rate of pay the employee would earn had there not been a Declaration of Inclement Weather.

Employees who received prior approval for authorized leave during the period covered by the Declaration of Inclement Weather shall not be affected. The employee must still report sick leave, vacation leave, accrued compensatory time, accrued holiday compensatory time, a discretionary holiday, or leave without pay when reporting their timesheet for the pay period. If an employee determines they cannot report to work due to weather conditions and a Declaration of Inclement Weather has not been issued, they should follow agency policy for reporting their absence and appropriate use of leave.

5. Executive Branch agencies are directed to develop and maintain a plan detailing how they will provide essential services to the public in the event of inclement weather. For each agency, the plan shall outline the following:
 - A. procedures to be followed in the event of inclement weather;
 - B. employees designated as essential by the agency;
 - C. contingency plan when an essential employee is unable to report to work due to inclement weather;
 - D. communication plan for notifying employees of a Declaration of Inclement Weather should a declaration be issued by the Cabinet Secretary. Agencies should take measures to insure that their notification procedures are secure.

When Inclement Weather is declared in a county hosting a KDADS office all non-essential employees in the declared county may record paid leave during the specified timeframe as Inclement Weather Leave (coded IWE for exempt staff and IWN for non-exempt staff), and shall not return to work until the Inclement Weather has lifted. Rearranged time and/or compensatory time do not accrue for employees electing to work during the Declaration of Inclement Weather.

Essential Employees- are determined by virtue of the positions they hold, or posts that they fill, are immediately essential to the continued safety and security of agency operations and the provisions of essential services.

For the purposes of this policy, the following positions are determined to be essential:

- KDADS Help Desk Operations Manager (position number K0225130)
- KDADS Survey Certification and Credentialing Adult Care Homes Complaint Supervisor (position number K0212966)

Reference: Governor's Inclement Weather Policy, December 2003