

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 10/28/2019	PREPARED BY: Carlee Nave
Meeting Date Requested: 11/5/2019	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board <div style="text-align: right; margin-right: 100px;">Time needed: 5 minutes</div>	
SUBJECT: Inclement Weather/Emergency Closure Policy	
FISCAL IMPACT: Varies	
<p>BACKGROUND: Franklin County's existing Inclement Weather Policy was adopted in 2004 and has proven inadequate and in need of clarification. The new policy seeks to emphasize the importance of County operations to the citizens of the County and that shutdown of those services is a last resort, if necessary, for the safety of employees and the public.</p> <p>Changes to the policy, other than minor administrative edits, include:</p> <p><u>II. 24-Hour and Essential Services:</u> Clarifies different operations and how they could be affected by a closure. Ultimately, the responsibility lies with elected officials and department heads to determine which positions are considered essential services, understanding that the designation could change depending on the timing and type of emergency (i.e. payroll, HAPO center event staff).</p> <p><u>III. County operations Closures:</u> Requirement for department heads to develop written procedures for closure. Added direction for employees working remotely.</p> <p><u>IV. Court Closures:</u> NEW SECTION</p> <p><u>V. Notification:</u> Requires County Admin to publish separate notification procedure to be updated as needed and posted for employees, vendors, and the public.</p> <p><u>VI. Employee-Initiated Time Off:</u> Empowers employees to request time off as needed, but employees who are approved for leave at the time of the closure are not eligible for closure pay, regardless of when the leave was requested and approved.</p> <p><u>VII. Pay During Closure:</u> Authorizes closure pay for those employees on duty at the time of the closure, excluding employees who requested time off. Closure pay shall not count as hours worked for the purposes of overtime calculations. No additional pay is afforded to essential employees who work during a shutdown, except as allowed under a separate collective bargaining agreement.</p> <p>In conjunction with this new policy, we have rolled out the CodeRED system for County employees and others who work on the County campus to be notified regarding closures or emergencies.</p>	

RECOMMENDATION: HR and County Administration recommend adoption of the policy as presented

COORDINATION: The policy was drafted in partnership with Keith Johnson, County Administrator, utilizing various resources, including model policies from MRSC (Municipal Research and Services Center). Input was sought from Tiffany Deaton, Superior Court Administrator and feedback received from past closure events was considered. Once the policy was drafted, it was sent to the payroll team in the Auditor's Office and their recommendations were incorporated into a draft sent out to all elected officials and department heads. In the eight day review period, four responses were received: J Wagner Facilities Director had some clarifying questions; D Braaten, Planning & Building Director, M Mahoney, Public Works Director, and M Killian, County Clerk also responded and indicated they had no issues with the policy as proposed. Legal review was completed by J Johnson, Chief Deputy Prosecuting Attorney/Risk Manager.

ATTACHMENTS: (Documents you are submitting to the Board)

1. Franklin County Inclement Weather/Emergency Closure Policy

HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf)

n/a – HR will distribute

I certify the above information is accurate and complete.

Carlee Nave Carlee Nave, HR Director

FRANKLIN COUNTY RESOLUTION _____

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

*ADOPTING FRANKLIN COUNTY INCLEMENT WEATHER/EMERGENCY CLOSURE
POLICY*

WHEREAS, the Franklin County Inclement Weather Policy has been expanded and updated to more comprehensively address related issues and add clarity; and

WHEREAS, the scope of the policy has been expanded to include any emergency which could result in closure of County operations; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems this to be in the best interest of the County.

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners does hereby adopt the attached Franklin County Inclement Weather/Emergency Closure Policy.

APPROVED this ____ day of _____, 2019.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chair

Chair Pro Tem

Member

ATTEST:

Clerk to the Board



FRANKLIN COUNTY INCLEMENT WEATHER/EMERGENCY CLOSURE POLICY

I. PURPOSE and SCOPE

The County is simultaneously a major employer and an agency responsible for providing many critical services in emergency situations, including those caused by inclement weather. We have a responsibility to our employees as well as the citizens of Franklin County when conditions become hazardous. This policy prescribes how the County will respond during periods of extreme inclement weather and other emergencies, and how staffing and compensation will be handled in these situations, to ensure a balance between employee safety and staffing needs.

An inclement weather situation is generally one in which snow, ice, or other conditions present a significant hazard to employees and citizens traveling to and from County facilities. This policy will be followed in cases of inclement weather and other cases warranting closure, such as natural disaster, hazardous material releases, and others.

II. 24-HOUR and ESSENTIAL SERVICES

1. Certain operations in the County must provide full or partial service levels at all times regardless of, or because of, inclement weather or other emergent situations.
 - a. These operations include: Sheriff's patrol, corrections, and road maintenance.
2. Some operations must provide full or partial service levels prior to the opening of County offices because of inclement weather or other emergent situations.
 - a. These operations include: security and facilities.
3. Some operations may be required to provide full or partial service levels in order to fulfill a statutory obligation regardless of inclement weather or other emergent situations.
 - a. These operations may include: payroll, courts, HAPO Center event staff, and information services
4. Elected officials and department heads with responsibility for these operations will determine what services and staffing must be maintained in inclement weather and other emergent situations.
 - a. Emergency closure pay is only authorized under this policy when a County shutdown is authorized *and* a department declares a shutdown of selected operations.

III. COUNTY OPERATIONS CLOSURES

1. The Chair of the Board of County Commissioners retains authority to determine when conditions warrant a closure of County offices and services.
 - a. If the Chair is unavailable, the Chair Pro Tem, followed by the Member, may intercede or may choose to delegate this authority to the County Administrator.
 - b. The County Administrator is authorized to make a closure decision if all County Commissioners are unavailable.

2. Once a closure order has been issued, elected officials and department heads are authorized to determine which services and facilities will remain open to provide critical or emergency services.
 - a. Elected officials are encouraged to develop written policies addressing the specific operations in their offices, following the general requirements as designated in this policy.
 - b. Department heads shall develop, in partnership with the County Administrator, written procedures addressing the specific operations in their departments, following the general requirements designated in this policy.
 - c. Policies/procedures should address employee start time relative to County operation start time in the event of a delayed opening.
3. Employees scheduled for remote work at the time of the closure are not eligible for closure pay, unless their job duties rely on open County operations, as determined by the elected official/department head.

IV. COURT CLOSURES

1. The County Administrator will coordinate any closures with designated representatives for the courts and notification of court closures will be consistent with Section V of this policy.
2. Employees of the Benton-Franklin Superior Court are subject to Benton County Personnel Policies, including policies regarding pay for any court closure.

V. NOTIFICATION

1. County Administration shall publish and maintain an official notification procedure to be posted and distributed for reference by employees, vendors, and the public.
2. Every effort will be made to notify employees well in advance of a closure.
 - a. Dynamic weather and emergent situations may not always allow for significant advance notice, particularly with the varied schedules of County operations.
 - b. Employees can initiate time off in accordance with Section VI if a closure has not been called.

VI. EMPLOYEE-INITIATED TIME OFF

During times of inclement weather and emergent situations, it is essential that the County continue to provide vital public services. It is expected that employees make every reasonable effort to report to work without endangering their personal safety.

1. Employees can request time off in the normal course if they believe that travel to or from work is hazardous or circumstances require them to take time off.
2. Paid leave can be used from an applicable leave bank, subject to elected official/department head approval.

VII. PAY DURING CLOSURE

1. When a closure order is issued, on duty employees will be paid for their scheduled shift and leave banks will not be charged, provided they worked the time during their scheduled shift in which their department was open.
 - a. Employees who requested leave due to personal concerns or circumstances are not eligible for closure pay but are eligible for paid leave in accordance with Section VI.
2. Closure pay shall be reported in the payroll system for each eligible individual.
3. Closure pay shall not count as hours worked for the purposes of overtime calculations.

VIII. RECORDS RETENTION

The elected official or department head is responsible for maintaining leave records for each employee, including but not limited to, records relating to the approval or denial of leave requests, in accordance with applicable document retention schedules.

IX. REPEALER

As of the date of adoption of this Inclement Weather/Emergency Closure Policy by the Board of County Commissioners, any and all prior inclement weather and emergency closure policies are hereby repealed and superseded by this Inclement Weather/Emergency Closure Policy.