

Policy 2.1.41

Inclement Weather/Suspension of Operations

Contact: Human Resources Director

2.1.41.1 Policy Statement

Employee safety and well-being are primary concerns of Consolidated Technology Services (CTS). In the event of dangerous conditions resulting from severe inclement weather or disaster, in accordance with the governing regulations, WaTech/CTS will make every effort to ensure employee safety and well-being.

Washington Technology Solutions (WaTech) refers to the “consolidated technology services (CTS) agency” identified in RCW 43.105.

2.1.41.2 Applicability

This policy applies to all Non-Represented General Service, Washington Management Service, and Exempt employees. It applies to all WaTech/CTS locations, although each location should be considered separately based on the conditions at that location.

2.1.41.3 Business Continuity

To meet the business requirements, and in the interest of employee safety and well-being, employees may be assigned to alternate work locations, or to telework, in order to provide business continuity during times of inclement weather, natural disaster, or other emergencies. Alternate work locations may include a disaster recovery site or other designated work site as conditions allow.

2.1.41.4 Inclement Weather

If the WaTech/CTS location is fully operational but employees are unable to report to work or continue scheduled work due to severe inclement weather or natural disaster, employees will use leave in the order stated below:

- Earned compensatory or exchange time.
- Accrued temporary salary reduction leave.
- Accrued vacation leave.
- Up to three days of accrued sick leave within any calendar year.
- The use of leave without pay in lieu of paid leave at the employee’s request.

Employees who report to work late because of severe inclement weather or natural disaster will be allowed up to one (1) hour without having to take leave, or as extended by the WaTech/CTS Director. Employees must submit a leave request covering the full amount of time late beyond any approved period.

Employees leaving work before the end of their scheduled work period must have supervisor approval before departing. If leaving more than one hour, or before the period approved by the WaTech/CTS Director for the day, the employee must submit a leave request covering the full amount of time of the early departure beyond any approved period.

WaTech/CTS requires that employees submit inclement weather leave requests by the end of the first day back from leave.

2.1.41.5 Suspension of Operations

When WaTech/CTS determines that public safety, health, or property is jeopardized due to emergency conditions, the WaTech/CTS Director may suspend operations for the entire or any portion(s) of the agency. WaTech/CTS has established the following procedures/guidelines regarding the suspension of the agency operations to include at a minimum but not limited to:

- Employees can locate WaTech/CTS information and instructions regarding emergencies or suspended operations using any of the following methods:
 - WaTech/CTS Hotline: 1- 800-520-7220
 - WaTech/CTS Internet Site: <http://cts.wa.gov>
 - WaTech/CTS Twitter Account: CTS_WANews (for subscribers)
- Employees not required to work during suspended operations may be released at no loss in pay.
- Employees required to work during the closure must receive their regular rate of pay for work performed during the period of suspended operations. WaTech/CTS will compensate for OT worked in accordance with [Chapter 357-28 WAC](#). Employees who have reported to work during an emergency may be released without a loss in pay.
- Employees, who are unable to contact WaTech/CTS or supervisor by phone for instruction, will report to work (self-deploy).

WaTech/CTS will not suspend operations more than fifteen (15) calendar days for any incident without approval of the Office of the State Human Resources Director.

References

- [WAC 357-31-255](#)
 - [WAC 357-31-260](#)
 - [WAC 357-31-265](#)
 - [WAC 357-31-270](#)
 - [WAC 357-31-275](#)
 - [WAC 357-31-280](#)
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Adopted: June 1, 2012
Revised Date: March 12, 2013
Sunset Review Date: May 31, 2016

Approved By:



Director
