



POLICY & PROCEDURE

Subject:

INCLEMENT WEATHER, NATURAL DISASTERS,
HAZARDS, AND WORKPLACE EMERGENCIES

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Approved By:

1.0 PURPOSE:

The City is simultaneously an employer, and an agency responsible for providing services during inclement weather, natural disasters, hazards, and other unforeseen workplace emergencies. The City has a responsibility to consider the safety of its employees, as well as continuation of critical services for residents, when conditions pose a danger or risk. This policy establishes guidelines for staffing, compensation, and City operations during such conditions.

2.0 ORGANIZATIONS AFFECTED:

All city departments and divisions.

3.0 REFERENCES:

Policy & Procedure 300-04 – Paid and Protected Leave

Policy & Procedure 300-03 – Telework

Policy & Procedure 330-11 – Types of Employment

Policy & Procedure 100-19 – Employee Emergency Notification and Usage Policy

Policy & Procedure 700-02 – Hazard Reporting

Collective Bargaining Agreements

4.0 POLICY:

4.1 It is the intent of the City of Renton for City facilities, services, and activities to remain open and operational in the event of inclement weather, natural disasters, hazards, and workplace emergencies in order to provide services to residents during established working hours.

4.2 The Mayor, or designee, retains authority to determine when conditions warrant closure of City facilities and/or suspension of non-critical activities and services. Should a closure or suspension occur, it is the responsibility of the Department Administrator, or designee, to provide timely communication of the closure or suspension to their employees.

- 4.3 Departments are responsible for identifying critical activities and services, identifying emergency essential employees, deciding to move from normal operations to 24-hour or emergency work assignments, and communicating those plans to all Department employees.
- 4.4 Where appropriate, the City and responsible Department shall provide training for emergency procedures and carrying out emergency work assignments.

5.0 **DEFINITIONS:**

- 5.1 **Emergency Essential Employee:** Employees that perform services that are designated as critical to City residents and operations.
- 5.2 **Hazard:** A source or situation with the potential for harm in terms of human injury or ill-health, and/or damage to property or the environment, or a combination of the two.
- 5.3 **Inclement Weather:** Extreme weather conditions that interfere with routine operations and have the potential to present a significant hazard.
- 5.4 **Natural Disaster:** Catastrophic events that have the potential to cause property damage, fatalities, and/or other social and environmental disruptions.
- 5.5 **Workplace Emergency:** An unforeseen situation that threatens employees and/or customers and disrupts operations due to the potential for physical or environmental damage.

6.0 **PROCEDURES:**

- 6.1 The continuation of City services can be critical for the safety and well-being of residents in the event of inclement weather, natural disasters, hazards, and other related conditions. City employees are expected to prepare personally for these situations and attempt to report for work on a timely basis. Should conditions prevail which prevent City employees from reporting to work, the following shall apply:
 - 6.1.1 Any employee unable to report to work will be required to use paid leave in the form of accrued vacation, personal holiday, management leave or compensatory time, as applicable. If these forms of paid leave are unavailable, unpaid leave for the period of absence will be required. The use of sick leave is not permissible unless the circumstances are covered under state or federal leave laws, or other established City policy. Employees are required to follow standard Department procedures for reporting an absence, late arrival, and/or early departure.

- 6.1.2 In the event of a delayed opening or early closure of City facilities, employees in a Regular position who report to work will be compensated for their entire shift.
- 6.1.3 Collective bargaining agreement provisions for standby and call-back requirements will determine the compensation of represented employees.
- 6.1.4 Employees may be permitted to telework in accordance with City policy #300-03.
- 6.1.5 In the event of a complete closure of a City facility by the Mayor, or designee, employees in a Regular position who are scheduled to work on the day of a closure may be required to telework or report to alternative locations and/or assignments. Those who are unable to telework, or report to an alternative location and/or assignment, will remain in paid status for their scheduled work time for up to a maximum of three (3) days and will not be required to use their accrued paid leave. If a closure extends beyond three days, additional time may be compensated at the Mayor's discretion.
- 6.2 It is the responsibility of the supervisor, under the Department Administrator's guidance and approval, to ensure all services and operations are being performed, which may require temporary re-assignment of duties of those employees who have reported to work.
- 6.3 The City has established contracts with local hotels when overnight accommodations are needed due to the activation of 24-hour operations or emergency work assignments. The Department Administrator authorizes the positions and budget necessary for these hotel stays.
- 6.4 The City has established an emergency notification platform for internal communication during emergency situations. Refer to City Policy #100-19 for additional information.