

## **DIRECTIVE NUMBER 300-01-16**

**DATE:** February 1, 2016

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Emergency Weather Policy

### **1.0 Purpose**

1.1 To advise employees of agency policy for emergency weather situations.

### **2.0 Policy**

2.1 As a condition of employment, employees of the Kansas Department of Labor (KDOL) are expected to be at work during their regular periods of work, regardless of weather conditions. However, the State of Kansas recognizes that there are circumstances which may make it impossible to attend.

### **3.0 Responsibilities**

3.1 A Declaration of Emergency Weather may be made as follows:

- a. If a Declaration of Emergency Weather is made by the Governor, KDOL Communications office staff will assist in the notification of KDOL offices with messages on the main phone at (785) 296-5000, Facebook, Twitter and website.
- b. Generally, no KDOL employee is considered to be an "essential employee" during a Declaration of Emergency Weather, and offices may be totally shut down or closed as deemed necessary. Division Directors may determine that under special circumstances some employees could be considered essential. This determination must be approved in writing by the Secretary of Labor.
- c. State offices outside Shawnee County will be closed due to inclement weather if county government offices in that county are closed due to inclement weather.
- d. The Secretary of Labor may issue a Declaration of Emergency Weather for locations outside of Shawnee County when the Governor has not issued a Declaration for those areas.
- e. Employees who had approved leave during the period of time covered by a Declaration of Emergency Weather will not have leave credits restored for that period of time.
- f. Hourly employees, including part-time and temporary employees, who unavoidably miss work because a Declaration of Emergency Weather was issued, will not be charged accrued leave and will be paid for the number of hours they were scheduled to work during the period covered by the Declaration of Emergency Weather.
- g. All time covered by a Declaration of Emergency Weather for employees who qualify under this policy is to be charged to "KDOL Inclement Weather Leave," time code "IWN." Exempt employees should also key actual inclement weather hours used.

- h. Agency employees who are off work because of weather conditions during a Declaration of Emergency Weather are expected to return to work as soon as the Declaration has expired. Agency employees who are off work because of severe weather must keep in touch with their supervisor, or other agency management personnel, as appropriate.
- i. KDOL After Hours Contact (Regular Business Hours Monday-Friday, 8 a.m. – 5 p.m.)
  - Greg Layne
  - Email: gregory.layne@dol.ks.gov
  - Phone: work (785) 217-7199, home (785) 215-8105 or cell (785) 221-5684

#### **4.0 Revision History**

4.1 April 2016

4.2 November 2016

#### **5.0 Inquiries**

- 5.1 Brett Flachsbarth (785) 296-5000 ext. 2507
- Lacie Worcester (785) 296-5000 ext. 2565

Signature on file

Lana Gordon, Secretary of Labor

Rescissions:	Expiration Date: Continuous
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