

# Inclement Weather Information

Any information received relating to a possible storm that would impact DFI operations should be given to the Safety Officer for evaluation and possible staff distribution. If the Safety Officer is not available, information should be relayed to the following people:

<b>Safety Officer</b>	<b>360-902-0502- cell 360-688-0043</b>
<b>Administration Division Director</b>	<b>360-902-8820- cell 360-970-3424</b>
<b>IS Manager</b>	<b>360-902-8788- cell 360-791-2485</b>

The Safety Officer will monitor the storm activity and relay information to personnel by email.

If the storm may cause disruption to normal DFI activities or workflow, the Director (or designee in Director's absence) will determine appropriate action. All employees will be notified by email of decisions made. ***Please wait for information to be relayed to you.*** If you need to leave before a formal decision is made, your needs and concerns should be discussed with your immediate supervisor. Division Directors (or designees) have the authority to make work/leave decisions for their division.

## ***Employee Responsibilities***

- Monitor email and /or voicemail to keep updated about the storm and DFI decisions;
- Prioritize work in anticipation of early dismissal or shortage of staff to ensure urgent items are completed first; check calendars for upcoming meetings that may need to be rescheduled.
- Log off of the network, turn off and unplug any other electrical devices if it does not place you in danger;
- Notify your immediate supervisor of any special needs or plans.

## ***Leave Time***

Tardiness due to inclement weather is allowed up to one hour at the beginning of the work day with no leave required. For leave in excess of one hour, personal leave must be used in the order listed below.

Any required leave will be taken in the following order:

- Any earned compensatory or exchange time
- Accrued vacation time
- Accrued sick leave (*up to three days during a calendar year*)
- Leave without pay (*You may always elect to use leave without pay in lieu of paid leave*)

**If an early dismissal occurs, all personnel shall report to work the following day unless notified otherwise by the emergency notification system. Messages through the emergency notification system should arrive at approximately 7:00 a.m. Employees reporting to work prior to 8:00 a.m. should wait for the emergency broadcast notification as to whether the office will be open. If the office is closed, a message will also be recorded on DFI's main number 360-902-8700 by the Safety Officer, the Administration Division Director or an IS staff person to alert the public that the office is closed.**