



# KANSAS

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KATHLEEN SEBELIUS, GOVERNOR

## MEMORANDUM

**TO:** Cabinet Secretaries and Agency Heads

**FROM:** Kathleen Sebelius, Governor  
State of Kansas

**DATE:** December 9, 2003

**SUBJECT:** Inclement Weather Policy

Attached is the new State of Kansas Inclement Weather policy for all agencies of the Executive Branch. This policy supercedes the December 23, 2001 Inclement Weather Policy and will be effective on December 9, 2003. The new policy is designed to address safety issues of state employees while ensuring that essential functions of state government continue during times of inclement weather.

All agencies must develop and maintain an Inclement Weather Plan in accordance with the attached policy.

If you have any questions, contact Brent Smith by email at [brent.smith@da.ks.gov](mailto:brent.smith@da.ks.gov) or by phone at 785-296-1432.

Attachment

## STATE OF KANSAS INCLEMENT WEATHER POLICY

The following Inclement Weather Policy shall apply to all agencies of the Executive Branch. The policy is intended to supercede the Inclement Weather Policy dated December 2001. Legislative and Judicial Branch agencies and the Board of Regents institutions are encouraged to develop or review their own plans.

The purpose of closing non-essential services is to provide for the safety of state employees and to enhance the safety of highway travel by allowing for the efficient and effective clearing of roads, and to facilitate law enforcement and emergency vehicle responsiveness to accidents.

### DECLARATION OF INCLEMENT WEATHER

1. In the event of inclement weather, the Governor may issue a Declaration of Inclement Weather for the entire state, or for one or more geographic areas of the state. Only the Governor or the Governor's designee has the sole authority to issue a Declaration of Inclement Weather for Shawnee County. If a Declaration of Inclement Weather is issued by the Governor, the Governor's Office will communicate the Declaration to employees via the local news media.
2. For agency offices located outside Shawnee County, the Declaration of Inclement Weather may be issued by the Cabinet Secretary, Agency Head, or the designee as stipulated in the agency plan. The Governor's Office and the Division of Personnel Services are to be notified by e-mail of the starting and ending times and counties and/or cities covered by a Declaration of Inclement Weather outside Shawnee County. E-mails are to be addressed to the Governor's Chief of Staff, Joyce Allegrucci, and to Brent Smith with the Division of Personnel Services at [brent.smith@da.ks.gov](mailto:brent.smith@da.ks.gov).
3. In the event of a Declaration of Inclement Weather, state government will close for non-essential state employees during the period of Inclement Weather. Benefits eligible non-essential employees who are scheduled to work shall be placed on Inclement Weather Leave.
4. The Declaration of Inclement Weather will be communicated by the most practical means available at the time and will include beginning and ending times.
5. Executive Branch agencies are directed to develop and maintain a plan detailing how they will provide essential services to the public in the event of inclement weather. For each agency, the plan shall outline the following:
  - A. procedures to be followed in the event of inclement weather;
  - B. employees designated as essential by the agency;
  - C. contingency plan when an essential employee is unable to report to work due to inclement weather; and a
  - D. communication plan for notifying employees of a Declaration of Inclement Weather should a declaration be issued by an Agency Head or Cabinet Secretary. Agencies should take measures to insure that their notification procedures are secure.

### TIME AND LEAVE

1. Employees should record paid leave covered by this policy using the Inclement Weather Leave earnings code, which is IWE for exempt employees and IWN for non-exempt employees.

2. Those employees who work during a Declaration of Inclement Weather will receive compensation at the same rate of pay the employee would have received had there not been a Declaration of Inclement Weather.
3. Employees who received prior approval for authorized leave during the period covered by the Declaration of Inclement Weather will not be affected by the provisions of this policy.

### **NO DECLARATION OF INCLEMENT WEATHER ISSUED**

If any employee determines they cannot report to work due to weather conditions and a Declaration of Inclement Weather has not been issued, they should follow their own agency policy for reporting their absence.

2. Employees not reporting to work, reporting to work late, or leaving early due to weather when a Declaration of Inclement Weather has not been declared will be expected to use vacation leave, accrued compensatory time, accrued holiday compensatory time, a discretionary holiday, or leave without pay. At the discretion of the agency, employees may make up missed work time within the workweek. This policy does not affect the requirement that exempt employees must report leave in half- or full-day increments.

### **EFFECTIVE DATE**

This policy will be effective beginning December 9, 2003.

By the Governor



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