

DAS maintains a public safety emergency procedures directive to establish uniformity for all state agencies implementing emergency procedures for bargaining unit and exempt employees. This directive broadly covers public safety emergencies, including weather emergencies. To view the complete Public Safety Emergency Procedures directive (HR-D-11), please visit the DAS directives website at:

<http://das.ohio.gov/Divisions/AdministrativeSupport/ChiefLegalCounsel/tabid/356/Default.aspx>

## **A. Declaring a Weather Emergency**

“Weather emergency” is a term of art which refers to all formal declarations or proclamations which may limit a state employee's obligation to travel to and from work for a specific period of time due to severe weather conditions not limited to snowstorms.

A formal declaration or proclamation can only be made by the Governor or Governor's designee. A weather emergency cannot be declared by an individual agency, department or director. The director of the Department of Public Safety is the Governor's designee to declare a weather emergency that affect the obligation of state employees to travel to and from work.

## **B. Communicating the Weather Emergency to DAS employees**

In the event of a weather emergency, the director of Public Safety shall initiate the EMA “Weather Emergency Procedure” to communicate the weather emergency to the directors of each department. Thereafter, the following shall occur:

- 1) DAS Office of Employee Services will initiate calls to department contacts to share information and instructions.
- 2) DAS will provide further instructions on the DAS Information Emergency Response Line: 995-ASAP(2727) and online at [das.ohio.gov/asap](http://das.ohio.gov/asap).
- 3) When practical and appropriate, the DAS Employee Emergency Notification System will be activated to provide employees with important situational information.

## **C. ASAP Emergency Information Card**

Each DAS employee is provided a business-size card that lists emergency information including the ASAP Emergency Information Line, ASAP website address, supervisor's home phone number, and emergency report-in location. This card should be kept in a safe place and referred to in the event of an emergency. Each manager, prior to distribution to his or her employees, should complete the necessary information on each card. Emergency Information Cards should be re-distributed annually or more often as needed.

## **D. Essential Employee travel during a Weather Emergency**

Employees who are designated as essential employees are advised of the designation by letter by October 1<sup>st</sup> each year. Essential employees are expected to report to work during weather and/or disaster emergencies unless otherwise advised. Employees who are deemed essential should possess their Essential Employee Card to facilitate their travel to and from work on state roadways and highways during a declared emergency.

## **E. Guidelines for employees during a Weather Emergency**

Any employee who is on scheduled leave during a declared weather emergency or disaster emergency shall be charged leave for the days previously requested regardless of the declared emergency.

### **Guidelines for Non-Essential Exempt Employees**

- Exempt non-essential employees who do not report for work or who are sent home as a result of a declared weather emergency shall be paid for their full scheduled shift(s) at their regular rate of pay.
- Exempt non-essential employees who volunteer to stay during a weather emergency and work their regularly scheduled hours are not entitled to overtime compensation or compensatory time and shall be paid at their regular rate of pay.
- Exempt non-essential employees should not normally be required to remain at work during a declared weather emergency. On the rare occasion when non-essential employees are required to remain at work due to the absence of essential employees, such non-essential employees shall be entitled to overtime compensation or compensatory time, in addition to their regular rate of pay, as outlined below for exempt essential employees.

### **Guidelines for Essential Exempt Employees**

- Essential employees must report to work regardless of the weather conditions.
- Essential employees who work during a declared weather emergency shall be given overtime compensation or one hour of compensatory time for every hour worked during the emergency.
- Such compensation or compensatory time is governed by Directive HR-D-08 for overtime exempt employees and by section 124.18 of the Revised Code, and Directive HR-D-06 for overtime eligible employees.
- Essential employees who are instructed not to report to work or are released from work during an emergency shall be paid at their regular rate of pay for time worked.
- No compensatory time will be granted to essential employees who volunteer to work after being advised to leave or not to report for work.
- Any employee who is on a scheduled leave during a declared weather emergency shall be charged leave, regardless of the declared weather emergency.

### **Guidelines for Non-Essential Bargaining Unit Employee**

- Non-essential bargaining unit employees who do not report for work or who are sent home as a result of a declared emergency shall be paid their full scheduled shift(s) at their regular rate of pay.
- Non-essential employees who are required to remain at work during a declared weather emergency due to the absence of essential employees shall be paid at the rate provided under contract.
- Non-essential bargaining unit employees should not be permitted to volunteer to remain at work during a declared weather emergency.

### **Guidelines for Essential Bargaining Unit Employees**

- Essential bargaining unit employees must report to work as scheduled regardless of the weather conditions.
- Essential bargaining unit employees shall be paid at the rate provided under contract.

## **F. Granting leave to Non-Essential Employees during non-declared weather emergency**

During the year, extreme weather conditions may exist and roadway emergencies may be declared by local sheriffs in certain counties, yet no formal weather emergency is declared by the Governor or designee and State public offices remain open. Should this situation occur, Agency directors and department heads – exercising their judgment and discretion – may permit non-essential employees to use any accrued vacation, personal or compensatory leave, if such employees choose not to come to work due to extenuating circumstances caused by extreme weather conditions. Non-essential employees with no

or inadequate accrued leave may be granted leave without pay. Upon return to work, employees will cooperate with managers to verify the local declared emergency.

**G. Contact List (phone tree)**

DAS and its divisions will maintain a department and division contact list which will be used to facilitate notice to all appropriate supervisors of the weather emergency. All supervisors will provide his/her emergency contact information to employees and should be available by phone to respond to employee questions. All employees designated as an essential employee must provide a phone number at which he/she can be reached; e-mail and cell phone information also is helpful.

**H. Essential Employee training**

During Fall ASAP Awareness Week, managers will review the responsibilities with their respective essential employees in the event of a weather emergency.

**I. Temporary reassignment of duties**

Appointing authorities have the discretion to temporarily reassign non-essential employees to indoor job duties, consistent with their job classification so that such employees are not performing unnecessary road- or travel-related duties during days or shifts of especially inclement weather.