

INCLEMENT WEATHER NOTICES

When inclement weather poses a threat to the safety of employees traveling to and from work, the Executive will issue a notice authorizing late arrivals or early departures. The notice will include revised arrival or departure times. Employees will be granted a grace period for any time included in the notice.

Absences due to an employee's inability to report to work or time exceeding that authorized in the notice will be the responsibility of the employee, with time charged in the following order:

1. Accrued comp time;
2. Accrued personal holiday hours;
3. Accrued vacation leave;
4. Accrued sick leave up to a maximum of 3 days in a calendar year;
5. Leave without pay upon request.

The policy will not apply to employees covered by collective bargaining agreements or terms of employment that differ from the policy.

How will employees know if the Executive has declared an Inclement Weather event?

The provisions of 3.52.070 only apply when the County Executive has declared an Inclement Weather event. The voicemail on the employee hotline will be updated by 5:30 a.m. when possible on days when extreme weather impacts the county. The voicemail will include the details of the declaration including the duration of the grace period being granted. Employees should call **253-798-3100** for information. *Please save that phone number somewhere you can access it from home.*

In addition, we encourage you to add personal contact information to both the PCWARN and Pierce County ALERT notification systems, which enable you to receive [emergency messages](#) via phone call, email or text messages. Pierce County also may post announcements and updates on its internet home page and on its Twitter and Facebook accounts.

Many services remain essential, and some services assume even greater importance during extreme weather conditions. Essential personnel are determined based on the work they perform for the county. These employees are determined by the Department Director and receive direction from their department regarding when and where to report to work.