



DEPARTMENT OF HEALTH SERVICES
HUMAN RESOURCES POLICY & PROCEDURE

TITLE: 105 – INCLEMENT WEATHER

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105.01 INTRODUCTION

The Department of Health Services (DHS) Inclement Weather policy applies to all permanent, project, limited term and probationary employees. It is intended to establish uniform procedures and standards for building closures and the release of employees due to inclement weather in accordance with [Wisconsin Human Resources Handbook \(WHRH\) Chapter 736](#).

105.02 RESPONSIBILITIES

(1) Division Administrators

In accordance with the provisions of this policy and the [WHRH Chapter 736](#), make employing unit-wide declarations of inclement weather allowing the release or reassignment of employees.

Note: Authority to declare Inclement Weather can be delegated to subordinate managers. This delegation must be in writing and submitted to the BHR Director.

(2) Supervisors

As delegated, approve or deny weather-related absence requests in a fair, reasonable, and consistent manner. For approved requests, supervisors will work with employees to determine whether they will use accrued annual leave, accrued holiday time, compensatory time or schedule when the missed time will be made up.

(3) Employees

Employees must notify the employer as far in advance as feasibly possible that they will be tardy or unable to report for duty as scheduled due to weather or emergency conditions.

105.03 CLOSING OF STATE OPERATIONS OR FACILITIES

When inclement weather conditions directly affect the operation of state facilities, every effort will be made to keep affected state offices and buildings open and operating as normal. When the health or safety of citizens would be placed at risk, or conditions or events prevent normal operation or services of state agencies, the Governor, Department of Administration (DOA) Secretary, and Office of State Employment Relations (OSER) Director will determine what, if any, action is to be taken. When weather

or emergency conditions affect a particular geographic area or region, agency heads in consultation with OSER, may make recommendations regarding office operations.

(1) The Governor's Office makes the initial decision regarding office closings. This decision is communicated by the Office of State Employment Relations (OSER) to the DHS Bureau of Human Resources (BHR) who provides the information to the designated agency contacts listed in the DHS Emergency Master Plan. OSER will contact DHS staff in the following order:

1. Bureau Human Resources Director
2. Bureau of Human Resources Deputy Director
3. Office of the Secretary
4. Office of the Deputy Secretary
5. Executive Assistant
6. Division of Enterprise Services Administrator

(2) The Governor may take the following actions:

- Determine some or all agency offices be closed to the public
- Determine some or all agency offices be closed to the public and state employees

Note: Appointing authorities or their designees in geographic areas or regions affected by weather conditions or emergencies may require action necessary for operations and the safety and welfare of employees. DHS must consult with OSER and make recommendations to support the need to close work units to the public. In no instance should such decisions be made without consulting OSER.

105.04 Employee Absences

- (1) In accordance with [Wisconsin Human Resources Handbook \(WHRH\) Chapter 736](#), employees *may request or be allowed* to be excused from work when they believe that weather conditions or emergency situations make it unsafe to get to or remain at work.
- (2) In instances of inclement weather Division Administrators may delegate authority to facility and center Directors to make a declaration that weather conditions are inclement and will pose a risk to employees or make it difficult for employees to arrive at work as scheduled. When inclement weather conditions have been identified, employees who have received approval to miss scheduled work due to inclement weather may use accrued annual leave, accrued holiday time, or compensatory time to cover the absence. With the approval of the appointing authority, employees may make up lost work time or take leave without pay.

Non-exempt employees: Employees who are approved to make-up missed work time are required to make-up the time during the current work week.

Exempt employees: Employees who are approved to make-up lost work time are encouraged to make-up the time in the current work week but authorization can be given to make-up missed work time at any time within the two- week pay period.

- (3) When employing unit-wide declarations of inclement weather are made, BHR Director should be notified in writing.

Note: Make-up time shall be at the regular rate of pay.

105.05 REFERENCES

[Section 20.922\(2\), Wis. Stats.](#)

[Wisconsin Human Resources Handbook \(WHRH\), Chapter 736](#)

[OSER Guidelines for Building Closure and Inclement Weather or Emergency Situation Policy](#)

105.06 ADMINISTRATIVE INFORMATION

This policy was created on December 2, 2012 to establish consistent and uniform policy for building closure and the release, reassignment and interchange of employees due to emergency situations. Where it is in conflict with other departmental procedures on inclement weather, this policy shall govern.