




City of Olympia Administrative Guidelines

GUIDELINE #11

Duty to Report to Work in Disaster/Emergency

EFFECTIVE DATE: April 1, 1995	PREPARED BY: Human Resources Department
REVISED: March 1, 2002	APPROVED BY:
SUPERSEDED: Personnel Rules Resolution No.: M-1053 Amended by: M-1103	 Steven R. Hall City Manager

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Administrative Guideline #11 – Duty to Report to Work in Disaster/Emergency

11 Duty to Report to Work in Disaster/Emergency

11.1. PURPOSE: To establish guidelines for when employees will be required to report to work in the event of an emergency as declared pursuant to the City of Olympia’s Emergency Management Plan.

11.2. REFERENCE: City of Olympia Emergency Disaster Plan. RCW 38.52.110

11.3. APPLICATION: This Administrative Guideline applies to all individuals employed by the City of Olympia. Department Directors have the authority to establish who shall report and the priority of reporting based on department need during times of emergency.

11.4. POLICY: The City of Olympia has responsibility to protect the peace, health and safety of the public during times of disaster or emergency. In order to carry out this responsibility, it is the policy of the City that all employees report to work as required by their department and that the City will make every effort to provide assistance to employees and their families to facilitate this reporting.

11.5. GUIDELINES:

11.5.1. WHERE AND WHEN TO REPORT: Department Directors will establish a staffing plan for essential functions which will be needed during an emergency/ disaster. Employees should be informed in advance of where and when to report.

Employees are expected to make every effort possible to get to the assigned work site. If, due to road closures, the employee is unable to get to the assigned job site, the employee should report to the nearest City facility.

Employees who are unable to report should contact the designated department representative as soon as possible.

11.5.2. FAMILY NEEDS: If at home at the time of an emergency, an employee’s first responsibility is to care for themselves and their family’s immediate needs, then report to work. If at work, the City will make every effort to establish contact with the family to determine status and assist where possible.

11.5.3. EMERGENCY SHELTER: Shelter at City facilities for employee families will be limited to no more than the first 72 hours following the emergency/disaster and will be subject to availability. Employees will be responsible for supply their own food, bedding and other needs for their family in this sheltering arrangement.

11.5.4. COMPENSATION: Employees will be paid in accordance with RCW 38.52.110, City’s Administrative Guidelines and union contracts

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APPENDIX 1

To: Department Directors
From: Cathy Raymond, Human Resources Director
Date: November 10, 1999
Subject: Clarification of Duty to Report to Work in Disaster/Emergency Policy

One of the questions which has arisen regarding the Duty to Report to Work in Disaster/Emergency policy is how employees will be compensated if they are unable to report to work. The policy states: “Employees will be in paid in accordance with RCW 38.52.110, the City’s Administrative Guidelines and union contracts.”

We know that employees will make every effort to get to work in a disaster situation but also recognize that they must be sure their families are cared for and/or the roads may be impassable. Either of these circumstances may prevent an employee from reporting to work immediately. Therefore, it is the City’s policy that employees will continue to be compensated for their regularly scheduled work hours for the first 48 consecutive hours of a declared emergency by the City Of Olympia if the employee is unable to get to work because of family urgency or travel conditions. After the first 48 hours, the City’s policies regarding sick leave, vacation leave and leave without pay will be used and based on each individual employee’s circumstances. Employees who are found to have abused this policy will be subject to disciplinary action, including the loss of pay.

Please communicate this policy to employees in your department. Let me know if you have any questions.

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