PACMTN WORKSOURCE SYSTEM
INCLEMENT WEATHER PROCEDURE

Type: PacMtn–WorkSource System Procedure

Date Established: December 18, 2018

Date Last Revised: August 14, 2019

Date Posted to Website: September 27, 2019

Status: Final

Supersedes: N/A

Purpose

To inform staff of procedures to follow in the event of inclement weather or other natural disasters that may result in an office closure.

Standards

- Whenever possible, WorkSource will be open during posted business hours.
- In the event of a natural or other disaster (e.g. earthquake, flooding, fire) or inclement weather, the WorkSource Systems Manager will monitor weather reports and emergency bulletins and coordinate with WorkSource and PacMtn WDC leadership to determine if WorkSource should open on schedule, delay opening, close early, or curtail operations for the day.
- Other factors may be considered, but for inclement weather conditions the office will typically follow the direction of the Washington State Patrol or local law enforcement agencies (i.e. if a warning is issued to stay off the roads, or that only essential personnel report, the office will more than likely be closed, open late, or close early following the law enforcement advisory).
- The decision and procedures to close the office on subsequent days during a weather or other event will be made on a day to day basis.
- The building owners will provide information specific to location regarding winter weather and snow and ice management. Supervisors will receive and distribute these notices to onsite occupants using the all building/office email distribution lists, with a copy to WorkSource System Manager and their direct manager.

Procedures

- WorkSource Systems Manager will discuss current and expected weather conditions with partner agency leadership and PacMtn WDC to determine plan of action.

- If decision is made to delay opening, or to close the office, the WorkSource Systems Manager will notify the WorkSource leadership team and PacMtn WDC. Local managers will notify their respective organizations according to their internal procedures.

- WorkSource Systems Manager will contact ESD Emergency Closure hotline at (877) 871-4948.

- Staff should review their company/agency policy regarding inclement weather leave and/or Paid Time Off (PTO).

- Staff commuting to work may be permitted to work in the WorkSource office nearest their residence with supervisor's approval. Additional alternative work arrangements, including telecommute or other options, may be available. Staff should consult with their manager/supervisor for available options.

- WorkSource is a partnership of organizations. Each organization has their own inclement weather policy. Staff should to refer to their organization's policy in the event of an office closure.

Notifications

- ESD staff must keep the WorkSource Administrative Assistant informed of phone number and personal e-mail address changes, and their preferred method to be contacted in the event of office closures. Staff from other agencies should consult with their manager/supervisor to determine methods of contact. Each agency will determine their own methods of communication.

- Staff (including non-ESD staff) may call the hotline at (877) 871-4948 to check office closure information.

- Staff (including non-ESD staff) may sign up to receive alerts about office closures and other emergencies for all ESD and WorkSource offices. Alerts can be delivered to you by email, text or phone call. Staff should check with ESD Records and Risk Manager to see if they are signed up for alerts before registering.

Office Entry

- WorkSource Mason and Thurston have an automatic door lock system.
  a. Doors are programmed for "Card Only" access. Most staff have 6 a.m. – 6 p.m. access using their access badge.
  b. Thurston: The main [outside/customer] door is programmed to unlock at 8:00 a.m., Monday – Friday. Inside doors unlock at 9:00 a.m. Monday – Friday.
  c. Mason: The front door is programmed to unlock at 9:00 a.m.
  d. All doors automatically lock at 5 p.m.
  e. The WorkSource Systems Manager will confirm door status with ESD Office Services
     i. Allyn (A-Lean) Schmidlkofer (360) 902-9577
     ii. Tim McBride (360) 790-2196
  f. In the event of an office closure, the automatic locking system can be manually overridden. The manual override will ensure doors will remain locked until this function is turned off. When this happens, staff with key cards will still be able to access the building.

     Note: Before a decision is made to use the manual override, non-WorkSource occupants must be consulted.

- WorkSource Mason, Lewis and Grays Harbor doors are secured with manual deadbolt locks. Pacific County operates within DSHS hours of operations. Pacific County staff should notify the Grays Harbor supervisor in the event that DSHS alters their hours of operations during inclement weather.

DATE APPROVED: December 18, 2018

Direct Inquiries to:

Pacific Mountain Workforce Development Council
1570 Irving Street SW
Tumwater, WA 98512
Telephone: (360) 704-3568
Email: info@pacmtn.org

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711

TABLE 1: ORGANIZED BY FEDERALLY REQUIRED PARTNERS

Required Partners	Organizations Representing Partners in PacMtn Region
WIOA Title I Adult Services	• Career Path Services (CPS) – Job Seeker Services • Thurston Chamber of Commerce – Business Services
WIOA Title I Dislocated Worker Services	• Career Path Services (CPS) – Job Seeker Services • Thurston Chamber of Commerce – Business Services
WIOA Title I Youth Services	• ResCare
WIOA Title II Adult Education and Family Literacy Services	• Grays Harbor College • Centralia College • Olympic College • South Puget Sound Community College • Sound Learning
WIOA Title III Wagner Peyser Services	• Employment Security
WIOA Title IV Rehabilitation Act Services	• Division of Vocational Rehabilitation, DSHS • Department of Services for the Blind
Jobs for Veterans Services	• Employment Security
Trade Act Adjustment Assistance Activities	• Employment Security
Unemployment Compensation Programs	• Employment Security
Title V Older Americans Act Senior Community Service Employment Program	• Goodwill Industries, Tacoma
TANF WorkFirst Services	• Employment Security
WIOA Title I: Migrant Seasonal Farm Worker	• N/A – Provided via ESD Central Office
Carl Perkins Act Vocational and Technical Education Services	• Grays Harbor College • Centralia College • Olympic College • South Puget Sound CC
WIOA Title I: Youth Build	• Community Youth Services
WIOA Title 1: Job Corp	• Dynamic Educational Systems
WIOA Title I: Indian and Native American Programs	• N/A – this is an optional partner not participating at this time
Community Services Block Grant Employment and Training Services	• N/A – not available in the region
Housing and Urban Development Employment and Training Services	• N/A – not available in the region
Second Chance Act Reentry Employment Opportunities	• N/A – not available in the region
Additional Non-required Partners	**Organizations Representing Non-required Partners in PacMtn Region**
Services for Injured Workers	• Department of Labor and Industries
TANF Community Jobs:	• PacMtn Workforce Development Council
TANF Cash Benefits	• Community Services Office, DSHS
Connection Sites	• North Mason Resource Center • Timberland Regional Library

Appendix A: Required and Additional Partners

TABLE 2: ORGANIZED BY ORGANIZATIONS REPRESENTING THE REQUIRED PARTNERS

Organizations Representing Partners in PacMtn Region	Partners Represented by Each Organization
Career Path Services (CPS)	• WIOA Title I Adult Services for job seekers • WIOA Dislocated Worker Services for job seekers
Thurston Chamber of Commerce	• WIOA Title I Adult Services for businesses • WIOA Dislocated Worker Services for businesses
ResCare	• WIOA Title I Youth services
Grays Harbor College	• WIOA Title II Adult Education and Family Literacy Services • Carl Perkins Act Vocational and Technical Education Services
Centralia College	• WIOA Title II Adult Education and Family Literacy Services • Carl Perkins Act Vocational and Technical Education Services
Olympic College	• WIOA Title II Adult Education and Family Literacy Services • Carl Perkins Act Vocational and Technical Education Services
South Puget Sound Community College	• WIOA Title II Adult Education and Family Literacy Services • Carl Perkins Act Vocational and Technical Education Services
Sound Learning	• WIOA Title II Adult Education and Family Literacy Services
Employment Security	• WIOA Title III Wagner Peyser Services • Jobs for Veterans Services • Trade Act Adjustment Assistance Activities • Unemployment Compensation Programs • TANF WorkFirst Services
Division of Vocational Rehabilitation, DSHS	• WIOA Title IV Rehabilitation Act Services
Department of Services for the Blind	• WIOA Title IV Rehabilitation Act Services
Goodwill Industries, Tacoma	• Title V Older Americans Act Senior Community Service Employment Program (SCSEP)
Community Youth Services	• WIOA Title I: Youth Build
Dynamic Educational Systems	• WIOA Title 1: Job Corp
Required Partners not Available in the Region	• WIOA Title I: Migrant Seasonal Farm Worker • WIOA Title I: Indian and Native American Programs • Community Services Block Grant Employment and Training Services • Housing and Urban Development Employment and Training Services • Second Chance Act Reentry Employment Opportunities
Additional Partners	Department of Labor and Industries PacMtn Workforce Development Council Community Services Office, DSHS North Mason Resource

Appendix B: Career Services

Basic Career Services

- Eligibility determination for adult, dislocated worker, or youth program services and co-enrollment among these;
- Outreach (including identification through the state's Worker Profiling and Reemployment Services system of Unemployment Insurance (UI) claimants likely to exhaust benefits), intake, and orientation to one-stop services. Individuals must have the opportunity to initiate an application for TANF assistance and non-assistance benefits and services through a paper application form or links to the application Web site;
- Initial skill assessment including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs;
- Labor exchange, including job search, placement, and career counseling as needed, including provision of
  - information on in-demand industry sectors and occupations;
  - information on nontraditional employment;
  - information from career profiles and interest inventories, and
- Referrals to and coordination with programs and services inside and outside WorkSource;
- Local, regional, national labor market data including—
  - Job vacancy listings in labor market areas;
  - Information on job skills necessary to obtain the vacant jobs listed;
  - Information relating to local occupations in-demand; and the earnings, skill requirements, and opportunities for advancement for occupations in demand;
- Performance and program cost for eligible training providers by program/provider type;
- Local one-stop performance accountability information explained in clear, simple terms;
- Availability of and referral to supportive services/assistance including: child care; child support; Medicaid and Children's Health Insurance Program; SNAP; earned income tax credit; housing counseling and HUD services; TANF, and supportive and transportation services provided through that program;
- Eligibility for non-WIOA financial aid for training and education; and
- Information/assistance regarding filing claims under UI programs, although o*nly merit staff may answer questions, provide advice, or make decisions that could affect claimants' UI eligibility, although other one-stop staff may assist in claims taking by routine acceptance of information.*
  - If an individual in a one-stop center is referred to a telephone for UI claims assistance, it must be a phone line dedicated to serving one-stop customers in a timely manner. Individuals must not simply be referred to a general information/dial-in line with the state UI agency contact center where the individual is placed into a phone queue along with all other claimants in the State. If the assistance is provided remotely using technology, it must be a technology that enables trained staff to provide the assistance.
  - The costs associated in providing meaningful assistance may be paid for by the State's UI program, the WIOA Adult or Dislocated Worker programs, the Wagner-Peyser Act ES, or some combination of these programs.
  - For purposes of the VR program, basic career services may encompass some of the activities authorized under 34 CFR 361.48(b), which must be provided under an individualized plan for employment for an eligible individual with a disability (e.g., assessments for determining VR needs).

Appendix B: Career Services

Individualized Career Services

• Comprehensive and specialized assessments of the skill and service needs of adults and dislocated workers which may include
  - Diagnostic testing and use of other assessment tools; and
  - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
• Development of individual employment plans to identify the employment goals, achievement objectives, and the combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers;
• Group and/or individual counseling and mentoring;
• Career planning (e.g. case management);
• Short-term pre-vocational services (learning skills, communication skills, interviewing skills, etc. may include pre-apprenticeship);
• Internships/work experiences (including transitional jobs) linked to careers;
• Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment;
• Financial literacy services including:
  - Supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
  - Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively;
• Out-of-area job search assistance and relocation assistance; and
• English language acquisition and integrated education and training programs.
 	
For purposes of the VR program and similar to basic career services, individualized career services may encompass some of the activities authorized under 34 CFR 361.48(b), which must be provided under an individualized plan for employment for an eligible individual with a disability (e.g., vocational rehabilitation counseling and guidance, vocational and other training services, and rehabilitation technology).

Follow-up Career Services
• Services Follow-up services must be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. • Counseling about the work place is an appropriate type of follow-up service.