



PACIFIC MOUNTAIN  
**WORKFORCE**  
DEVELOPMENT

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## **PACMTN WORKSOURCE SYSTEM INCLEMENT PROCEDURE**

**Type:** PacMtn–WorkSource System Procedure

**Date Established:** December 18, 2018

**Date Last Revised:** February 8, 2021

**Date Posted to Web:** February 8, 2021

**Status:** Final

**Supersedes:** N/A

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### **Purpose**

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

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### **Procedure**

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#### **Procedure for Determining whether to Close Offices for Inclement Weather**

- In the event of inclement weather, the Employment Security Department (ESD) Regional Director will determine if WorkSource Offices in the PacMtn Workforce Region should open on schedule, delay opening, close early, or stay closed for the day. The decision will be based on:
  - 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 likely be closed, open late, or close early following the law enforcement advisory)
  - The recommendation of the ESD Area Administrators in consultation with ESD Supervisors based on knowledge of local conditions.
    - ESD Supervisors will contact the respective building owners to determine how ice/snow removal or other barriers to building access will be handled and report to the ESD Area Administrators.
- The decision to close WorkSource offices on subsequent days during inclement weather will be made using the procedure outlined above.

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## Procedures Continued

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### Procedure for Communicating Office Closure Due to Inclement Weather

- Once the decision is made, the ESD Regional Director will notify the Area Administrators of the decision.
- Once notified, the Area Administrators will:
  - Send an email to the WorkSource all staff email list to notify all staff of the decision and notify the ESD emergency alert system to broadcast the decision.
  - Notify Partnership Coordinator Team members and Craig Clark at PacMtn by text. Partnership Coordination Team Members and Craig will follow up with staff in their respective organizations to make sure they have received the communication.
  - Notify Customers by:
    - Asking the Social Media team will post closure updates on Facebook.
    - Placing an outgoing message on the telephones for customers calling in to get information regarding closures. The procedure for this is as follows:
      - Call the ESD Help Desk – 877-397-1212
      - Create a Telecommunications ticket to change our outgoing message to the inclement weather message.

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## Notifications

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### Expectations for Staff

- Staff (including non-ESD staff) are expected to sign up to receive alerts from the state AMG ALERT system about office closures. Alerts can be delivered by email, text or phone call. To sign up:
  - i. Check with [ESD Records and Risk Manager](#) to see if you are already registered.
  - ii. If you are not registered, go to [this site](#) and complete and submit the form to sign up for alerts.
- Staff (including non-ESD staff) may also call the hotline at (877) 871-4948 for information office closure information.
- ESD's decision to close a WorkSource Office(s) for part of all of a work day does not impact the policies of other partners regarding the expectation to work during the hours that an office is closed. Staff should review their company/agency policy and check with their supervisors/managers regarding inclement weather leave, Paid Time Off (PTO), and/or alternative work arrangements, including telecommute or other options.

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## Office Entry

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- Closed WorkSource sites may be accessed by staff with key cards. Should any WorkSource staff need to access a WorkSource site during a closure, they must **use the staff entrance (if one is available) to avoid unlocking the entire office**. Staff commuting to an office that is closed may be permitted to work in the WorkSource office nearest to their residence with supervisor's approval.

**DATE APPROVED: February 8, 2021**

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