

## PIERCE COUNTY INCLEMENT WEATHER NOTICES

County code 3.52.070 establishes how the County handles employee time during extreme weather conditions.

When the Inclement Weather policy is in effect, the County Executive may authorize a grace period for tardiness or early departure based on the circumstances. Any grace period granted will not exceed two (2) hours in a day and will be granted for either tardiness or early departure.

If an employee is unable to report to work due to severe weather conditions, time off is charged in this order:

1. Accrued comp time
2. Accrued personal holiday hours
3. Accrued vacation leave
4. At the employee's option, accrued sick leave up to a maximum of three (3) days in a calendar year
5. Leave without pay (employees may choose leave without pay rather than a pay status at their request)

### **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 (or his designee) has declared an inclement weather event. The employee hotline will be updated by 5:30 a.m., when possible, on days when extreme weather impacts the County. The recorded message will include details of the declaration including the duration of the grace period being granted, if any. Employees should call **253-798-3100** or visit the [inclement weather](#) website for more information. *Please save this 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 enables you to [receive emergency messages](#) via phone call, email or text. Pierce County may also post announcements and updates on our Internet home page and on our Twitter and Facebook accounts.

For more winter weather updates, visit Pierce County's [Winter Weather](#) webpage.

Many services remain essential, and some services assume even greater importance during extreme weather conditions. Essential personnel are determined by department directors based on the work they perform and will be notified of when and where to report to work. If you have any questions about whether you are considered "essential personnel" for an inclement weather event, please check with your supervisor.