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Jackie McClaskey, Secretary

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KANSAS DEPARTMENT OF AGRICULTURE
INCLEMENT WEATHER POLICY
January 2018

In conjunction with the Inclement Weather Policy dated December 2003 for all agencies of the Executive Branch, the Kansas Department of Agriculture will implement the following policy for our agency. This will allow us to balance the concern for the safety of employees with that of providing essential services to the citizens of Kansas.

DECLARATION OF INCLEMENT WEATHER

1. In the event of inclement weather in **Shawnee County, only the Governor or their designee has the sole authority to issue a Declaration of Inclement Weather.** This will be communicated to state employees via the local news media or declarations may also be found at http://www.kansas.gov/employee/

2. For the agency headquarters in Manhattan, the Secretary of Agriculture can issue the Declaration of Inclement Weather. The Secretary or their designee will utilize available media reports or make contact with the Highway Patrol to assess weather and road conditions before making the Declaration of Inclement Weather. This requires prior notification to the Governor's office.

3. For all offices located outside Shawnee County and the Agency headquarters in Manhattan, the offices will close when the employee's duty station, county government offices close due to inclement weather. The Secretary of Agriculture or their designee can also issue the Declaration of Inclement Weather. This requires prior notification to the Governor's office.

4. Notification to employees will be made through KDA email, the website, and the KDA text messaging alert system. Program managers will use other means (telephone, etc.) to follow-up as they deem necessary.

5. If Shawnee County is under an inclement weather designation and Riley County is not, there will be an automatic delay of two hours before the regularly scheduled departure of each van pool. If the determination is made by the executive team to suspend van pool operations for the day each van pool coordinator will be notified by 9AM. Any employee who rides the van pool who is scheduled to work that day will be granted administrative leave.

6. Regardless of any inclement weather declaration, program managers have the authority to modify work arrangements for their staff if they feel weather conditions make travel unsafe for their employees. If a Program Manager approves inclement weather leave for an employee, please communicate the decision to the KDA Human Resources team prior to the end of the payroll period by e-mailing KDA.HRServices@ks.gov.

7. "Essential Employees" will be designated to ensure continuity of operations.
    a. There will be no "essential employees" for the first full day of inclement weather.
    b. The following employees are declared essential after the first full day of inclement weather: All Meat and Poultry Inspection program inspectors; the Chief Information Officer and the Human Resources Director.

c. While other members of the leadership team are not "essential employees" under this policy, they should be available by phone to any employees or customers who many need assistance during a imclement weather declaration.
d. The secretary may designate other employees as "essential" as necessary.

If you have any questions concerning this policy, please contact KDA Human Resources.

Jackie McClaskey, Secretary of Agriculture

Date