

**RESOLUTION #20-654  
TOWN OF TWISP**

**A RESOLUTION of the Town of Twisp, Washington, modifying the Town of Twisp Personnel Policy Manual.**

**WHEREAS**, it has been determined that the Town of Twisp Personnel Manual (Revision February 2019), hereinafter referred to as “Personnel Manual” should be modified to include a new Chapter 11, Emergency/Disaster Reporting to Work; and

**WHEREAS**, the Town Council has determined that the Town’s Personnel Policy requires such addition; and

**WHEREAS**, adding the language as follows will provide direction for reporting and compensation in emergency situations.

**NOW, THERFORE**, the Town Council of the Town of Twisp, Washington does hereby resolve that the following Chapter 11, Emergency/Disaster Reporting To Work, is adopted in the following form to modify the Personnel Manual, which will be entitled “Revision March 2020”:

**Chapter 11  
EMERGENCY/DISASTER REPORTING TO WORK**

**11.1 PURPOSE**

The Town of Twisp has the responsibility to protect the peace, health and safety of the public during times of disaster or emergency. Town employees are expected to report to work as required by their department. The Town, when able, will try to provide assistance to employees and their families to facilitate their reporting to work.

**11.2 REFERENCE**

Town of Twisp Emergency Management Plan

“Emergency or disaster” as used in this policy shall mean an event or set of circumstances which:

- 1) Demands immediate action to preserve public health, protect public property or to provide relief to any stricken community overtaken by such occurrence, or
- 2) Reaches such a dimension or degree of destructiveness as to warrant the Governor declaring a state of emergency; and / or the Town declaring such an emergency.

**11.3 APPLICATION**

This Policy applies to all staff and officials employed or compensated by the Town of Twisp to conduct official town business. Department Directors and Supervisors have the authority to establish who, of their staff, shall report and the priority of reporting based on department need during times of emergency. Paid staff who fail to comply with this Policy may result in disciplinary action including termination from Town service.

#### **11.4 GUIDANCE**

##### **a) WHERE AND WHEN TO REPORT**

Department Directors and Managers 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 must inform their supervisor immediately to establish alternative options.

Employees who are unable to report shall contact the designated department Director or Supervisor as soon as possible.

##### **b) 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 Town will make every effort to establish contact with the family to determine status and assist where possible.

##### **c) EMERGENCY SHELTER**

Shelter at Town facilities for employees' families, if appropriate, will be limited to no more than the first seventy-two (72) hours following the emergency/disaster, and will be subject to availability. Employees will be responsible for supplying their own food, bedding and other needs for their family in this sheltering arrangement.

##### **d) COMPENSATION for EMERGENCY RESPONSE**

Employees will be paid in accordance with state law, and Town's Policies.

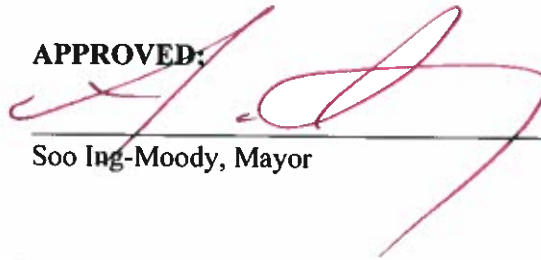
In the unlikely event that the Mayor declares a Town emergency, Town employees may or may not be required to carry out normal job duties or pre-assigned emergency response tasks. In some cases, all paid staff including paid Town Officials, may be called into service to work in jobs and in locations other than where they are normally assigned. Some town employees may be asked to serve as emergency workers on a volunteer basis with another city or municipality. In the event of an emergency or disaster in which a declaration of emergency or disaster has been made, all paid staff and officials shall be compensated as follows:

- 1) Employees who report to their regular work locations to perform their normal tasks as instructed shall receive their regular rate of pay while so engaged.
- 2) Employees who report to their regular or another work location to perform pre-assigned tasks in accordance with their department's emergency operations plan shall receive their regular rate of pay while so engaged.
- 3) Employees who cannot report to their regular or emergency work location, but who obtain approval from the Director, Supervisor or Mayor to perform tasks for another agency or jurisdiction with which the Town has a mutual aid agreement shall receive their regular rate of pay while so engaged, or may be eligible for out-of-class pay as determined by the appointing authority.
- 4) Employees who cannot report to their regular or emergency work location as authorized by the Mayor, nor to an agency or jurisdiction with which the Town has a mutual aid agreement, may serve as volunteers for another agency or jurisdiction and may be eligible for compensation under Washington State's Emergency Worker laws.
- 5) Town employees who choose not to report to work in circumstances contemplated by this section shall charge their time loss against appropriate paid leave balances or may be unpaid at the employee's discretion. Sick leave cannot be used to cover time loss caused by an emergency or disaster unless the employee is able to establish to his or her Director or Supervisor's satisfaction that there is a bona fide reason for sick leave use.
- 6) Limitations or restrictions on the number of meetings for Council members to receive Council compensation for meetings will be waived, and the regular meeting attendance compensation will apply for all required and / or necessary meetings relevant to the declared emergency.
- 7) Town officials normally receiving compensation, shall continue to receive their regular compensation as per their regularly calculated hours as registered with the DRS. Compensation for hours worked in excess of their regular hours shall be paid using the hourly rate for the position to be calculated based on their regular pay and regular hours worked. Overtime pay is to be calculated using this same formula and requirements as set forth under Washington State law.
- 8) Regularly appointed employees who are released from work or who are instructed not to report for work in circumstances contemplated by this section shall have their time loss covered as determined by the Mayor under the authority granted to him or her by State law. The Mayor's decision to provide full or partial regular compensation to employees who are released from work or who are instructed not to report to work may include consideration of some or all of the following criteria:

- a. The length of time that employees are directed not to report for work;
  - b. The Town's ability to reschedule work and/or relocate employees so that they may make up missed work time within the appropriate work week, if hourly, or pay period, if salaried;
  - c. Whether or not employee layoffs are likely as a direct result of the emergency or disaster;
  - d. The Town's ability to pay;
  - e. Other factors as appropriate.
- 9) An employee who is on scheduled and approved leave during any period of time covered by this Rule shall have their time deducted from the appropriate paid leave balance unless he or she reports to work in response to a management directive.

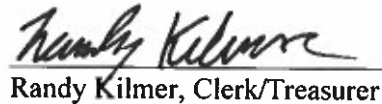
**PASSED** by the Town Council this 24<sup>th</sup> day of March 2020

**APPROVED:**



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Soo Ing-Moody, Mayor

**ATTEST:**



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Randy Kilmer, Clerk/Treasurer