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## COMMUNICATION OF INCLEMENT OR HAZARDOUS CONDITION STATUS TO ODOT EMPLOYEES

*This notice must be posted on agency bulletin boards by November 1<sup>st</sup>.*

### **Notification**

ODOT officials may close or curtail offices, facilities, or operations because of inclement or hazardous conditions. The agency will announce such closure or curtailment to employees no later than 5:00 a.m., and will accomplish this through a variety of pre-designated communication methods, including but not limited to the ODOT Human Resources public internet web site [<http://www.oregon.gov/ODOT/CS/HR/>] and/or the DAS website [<http://www.oregon.gov/DAS/index.shtml>], telephone trees, radio stations and/or television media.

Such closure or curtailment does not apply to employees who are required by the agency to report to work. Employees required to report to work shall be notified of this designation no later than November 1. This designation may be modified with two weeks advance notice to the affected employee. Employees who are required to report to work but fail to do so will be considered to be in an unauthorized leave without pay status.

Where the agency has announced a delayed opening employees are responsible for continuing to monitor the reporting sites for updated information related to the delay or potential closure.

### **Fair Labor Standards Act (FLSA) Non-Exempt Employees**

*When the agency notifies employees not to report to work, the following applies to FLSA Non-Exempt staff:*

- FLSA Non-Exempt employees shall not be paid for the period of the closure. However, employees shall be allowed to use accrued vacation, compensatory time off, personal leave or leave without pay for the absence;
- A FLSA Non-Exempt employee arriving at work after the agency has announced a closure or curtailment of operations will be directed to leave work and will not be paid for the remainder of the shift unless utilizing accrued leave as described above;
- In instances where an employee is not observed upon arrival and actually begins work at his/her workstation that employee shall be entitled to pay for all actual hours worked until sent home;
- If an employee's scheduled reporting time and his/her arrival is within two (2) hours of the notice of closure, he/she shall be paid for two (2) hours at the straight-time rate of pay.

If the agency fails to notify employees not to report to work in the manner noted above, FLSA Non-Exempt employees who arrive to start their scheduled shift within two (2) hours of notice of closure shall be paid for two (2) hours at the straight time rate of pay.

(AEE Only: When, in the judgment of the Agency, weather conditions require the closing or curtailing of State offices and institutions within the employees' regularly scheduled work day, the employees will be paid for the remainder of their regularly scheduled shift.

The Agency may direct employees to remain at home prior to the beginning of the work shift because of inclement weather or hazardous conditions. If announcement is provided by telephone, television or radio prior to the FLSA non-exempt employee leaving home, the employee will be authorized the optional use of accrued vacation, compensatory time or leave without pay during the period in which the employee's work is curtailed due to the inclement or hazardous condition. If the FLSA non-exempt employee does not receive notification as provided herein and the employee reports for his/her regularly scheduled shift of

work, he/she shall be paid for the full shift of work, and may be required to work, at the discretion of the Agency, if work is available.)

**FLSA Exempt Employees**

*When the agency notifies employees not to report to work, the following applies to FLSA Exempt staff:*

- Pursuant to the FLSA, an Exempt employee shall be paid for the work shift. An FLSA Exempt employee may be required to use paid leave where the closure applies to that employee for one or more full workweek.
- When in the judgment of the agency, inclement or hazardous conditions require the closing of the workplace following the beginning of an employee's work shift, the employee shall be paid for the remainder of his/her work shift.

(AEE Only: If notice of closure occurs prior to the beginning of the work shift and the FLSA-exempt employee is not otherwise approved to be on pre-scheduled leave or authorized to report to work at another location, the employee shall be paid for the work shift. However, an FLSA-exempt employee may be required to use paid leave where the closure applies to that employee for a full work week.)

**Alternate Worksites**

Employees may be assigned or authorized to report to work at alternative worksites.

**Employees on Pre-Scheduled Leave**

If an employee is on pre-scheduled leave the day of inclement or hazardous conditions, the employee will be compensated according to the pre-approved leave.

**Temporary Employees**

FLSA Non-exempt employees will be unscheduled from work and FLSA Exempt temporary employees will be in paid status for closures less than one (1) full workweek and unscheduled from work for closures more than one (1) full workweek unless the temporary appointment ends.

*Additional information can be found in your union collective bargaining agreement or ODOT Manager's Handbook.*

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Oregon Department of Transportation  
Inclement Weather Media Notification Process  
*Updated, November 1, 2005*

Bend

Channel 21 KTVZ (NBC)

Corvallis

KLOO 106.3 FM/1340 AM

Eugene

KUGN 590 AM

Medford/Klamath Falls

Channels 2/5 KOTI/KOBI (NBC)

Channel 10 KTVL (CBS)

Channels 12/31 KDRV/KDKF (ABC)

Salem

KBZY 1490 AM

KSND 95.1 FM

KYKN 1430 AM

Portland

Channel 2 KATU (ABC)

Channel 6 KOIN (CBS)

Channel 8 KGW (NBC)

Channel 12: KPTV (FOX)

KEX 1190 AM

KINK 101.9 FM

KOPB 91.5 FM

KKSN 97.1FM

KUPL 98.7/FM 970AM

KXL 750 AM

Oregon Public Broadcasting (OPB) Network of  
Stations & Statewide Transmitters

*(Communication with the OPB network allows  
communication to a broad geographic network with a  
minimal number of contacts.)*

KOAB (Bend) 91.3 FM

KOAC (Corvallis) 550 AM/103.1 FM

KTVR (La Grande) 89.9 FM

KOAP (Lakeview) 88.7 FM

KRBM (Pendleton) 90.9 FM

Baker City 91.5 FM

Burns 91.7 FM

Halfway 91.3 FM

Hood River 94.3 FM

Lincoln City 91.7 FM

Manzanita 105.7 FM

Mount Vernon 90.7 FM

Ontario 107.5 FM

Tillamook 93.5 FM

Richland 91.9 FM

Salishan (Lincoln County) 91.7 FM

Silver Lake (Lake County) 91.7 FM

The Dalles 91.5 FM

Valley Falls (Lake County) 91.1 FM

Wagontire (Harney County) 90.3 FM

Jefferson Public Radio (JPR) Network of  
Stations & Regional Transmitters

*(Communication with the JPR network allows  
communication to a broad geographic network with a  
minimal number of contacts.)*

KSOR (Ashland) 90.1 FM

KSRG (Ashland) 88.3 FM

KSMF (Ashland) 89.1 FM

KSBA (Coos Bay) 88.5 FM

KRVM (Eugene) 1280 AM

KAGI (Grants Pass) 930 AM

KLMF (Klamath Falls) 88.5 FM

KSKF (Klamath Falls) 90.9 FM

KOOZ (Myrtle Point) 94.1 FM

KTBR (Roseburg) 950 AM

KSRS (Roseburg) 91.5 FM

KSJK (Talent) 1230 AM