

# Winter is here – prepare now for snowy weather!

Winter arrived December 21, so snowy weather will likely not be far behind. Prepare now for what may be numerous building closings or delayed openings.

Kent County Levy Court Policy 4-2 embodies the procedures for addressing treacherous weather conditions.

If County offices are closed or have a delayed opening, it will be announced on the following radio stations: WKEN-1600, WDOV-1410, WDSD-94.7, WRTX-92.9, WAFL-97.7, or WXPZ-101.3 as well as local television stations WBOC and WMDT.

Or you can check the County website for a message and employees can sign up to receive a robo-call and/or text message. If you are a new employee or did not get a robo-call or text last year, contact the Personnel Office to get on the list.

The message to be broadcast will likely be one of the following (listen for “Delaware”, since Kent County, Maryland is just across the State line):

- *Kent County Delaware employees—Liberal leave is in effect. Essential employees report as scheduled*
- *Kent County Delaware employees—Delayed arrival (one or two) hours. Liberal leave in effect. Essential employees report as scheduled.*
- *Kent County Delaware employees—Offices closed for the day. Essential employees report as scheduled.*

“Liberal leave” means an employee should report to work as normal, but is NOT required to report to work. The employee must promptly call his/her supervisor to advise if he/she will not be in. The time off will be deducted from accrued vacation.

“Essential employees” are those persons required to deal with the emergency. These include paramedics, dispatchers, and some wastewater and facilities management workers. Employees should ask their supervisor now if they are “essential”, so you know if you have to come to work when it snows.

As government employees we are all subject to call-in to help in an emergency, even performing duties outside of the “routine”. Be safe.

*(Posted 12/17)*