

Winter is around the corner – prepare now for snowy weather!

Winter officially arrives December 21, but snowy weather has already threatened our region. Prepare now for what may be numerous building closings or delayed openings.

Kent County uses First Call Automated (robo) Call and/or texting System to inform employees when operating hours are impacted. Have you changed your home number, cell phone number, or cell phone provider since last winter? If you have, please contact the Personnel office to update your information on the call list.

Or you can check the County website for a message to learn if County offices are closed or if a delayed opening is necessary.

Kent County Levy Court Policy 4-2 describes 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.

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”. Most importantly, always be safe.

(Posted 11/20/18)

EMERGENCY/INCLEMENT WEATHER
INFORMATION CALL LIST
BY THE AUTOMATED FIRST CALL SYSTEM

ESSENTIAL PERSONNEL ALWAYS REPORT AS SCHEDULED

Employee Name

() _____
Home Phone

() _____
Cell Phone

Would you allow a text message to be sent to your cell phone? _____

If so, please indicate your cell phone provider _____

Signature of Employee

Date