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EXECUTIVE ORDER

Inclement Weather Policy

Pursuant to the authority vested in the Office of the Governor of the State of Colorado, I, Bill Owens, Governor of the State of Colorado, hereby issue this Executive Order establishing an inclement weather policy for state employees.

A. Background & Need

The State of Colorado experiences severe weather conditions throughout the year. Colorado State government must continue to fully operate during these circumstances. However, extreme weather conditions may require the closure of certain State facilities. In these extraordinary circumstances the Governor or the Executive Directors of the Departments of State government must have the authority to make reasonable decisions regarding such closures.

B. Directive

All employees of the Executive Branch of State government are expected to work pursuant to assigned schedules regardless of weather conditions, subject to the provisions of this order.

1. Inclement weather will cause the closure of State facilities only in the event of extreme weather conditions.
2. The existence of extreme weather conditions shall be determined by the Governor or his Chief of Staff for all state facilities within the Denver Metropolitan area. The Denver Metropolitan area is defined as Denver and its surrounding suburbs within a 15-mile radius.
3. Executive Directors, or their designated representatives, are delegated the authority to close State facilities outside of the Denver Metropolitan area during times of severe weather. In addition, Executive Directors are delegated the authority to stagger the release times of employees when severe weather conditions exist that warrant such action.
4. If the Governor or Executive Directors close state facilities, affected employees will be granted administrative leave subject to the following provisions:
 - i. State facilities and employees necessary to the health and safety of the state must remain in service during extreme weather conditions. Executive Directors shall pre-determine which functions within their respective departments are necessary during extreme weather conditions. State employees who are required to work during a closure will remain on their regular pay rate and will not be granted a future day of administrative leave.

- ii. State employees who arrive late to work due to severe weather conditions, when the State facility has not been closed, may be excused only if the appointing authority determines, in his or her discretion, that the lateness was reasonable.
- iii. State employees who are already on approved leave when a closure occurs may not substitute administrative leave for the period of closure.
- iv. Emergency road closures made by State, county or municipal governments or by the Colorado State Patrol will be honored by the State. State employees affected by state or local road closures may be granted administrative leave.
- v. Higher education institutions are exempt from this order and may establish an independent policy based upon the institutions' respective needs.
- vi. If the Governor determines that weather conditions amount to a "disaster" within the meaning of the Colorado Disaster Emergency Act of 1992, the provisions of the Act as described at C.R.S. 24-32-2114 will be implemented.

C. Responsibilities

The following responsibilities are assigned to implement this order:

1. The Governor's Press Secretary or the Chief of Staff will be the point of contact in the Governor's Office for inclement weather matters.
2. The Colorado State Patrol shall keep the Governor's Office informed on road conditions and closures.
3. The Executive Directors of the Departments of State government shall designate in advance those employees who are necessary during extreme weather conditions. In addition, Executive Directors shall develop an internal procedure to process inclement weather decisions, including a system of notification for employees.

D. Past Executive Orders Superseded and Replaced

Past Executive Orders and policies concerning the inclement weather policy for State employees are hereby superseded and replaced by this Executive Order, including the Inclement Weather Policy of November 1, 1988.

GIVEN under my hand and the
Executive Seal of the State of Colorado
The 22nd day of May, 2000.

Bill Owens
Governor