## Appendix A: Sample Designation Letters and Notices

* 1. Classification Notice
  2. Essential Function Notice
  3. Individual Letter

{DATE}

To: {Division} Employees

RE: Employee Designations and Expectations to report During an Emergency or Inclement Weather

As a provider of essential functions to King County residents, the {Agency} and the {Division} remain operational in various emergencies and inclement weather. Emergencies include but are not limited to: severe weather events, floods, earthquakes, terrorism, and civil disturbances. The County requires all agencies, departments, and divisions to designate employees’ responsibilities in such emergencies. This memo outlines the employee designations used in emergencies and inclement weather based on employee classification.

The following applies to any County employee:

* In an emergency or inclement weather, King County will use the KCInform system to communicate with employees and may provide specific instructions for employees based on their designations.
* If you have an approved telecommute agreement in effect at the time of the emergency, you may be able to report to work in accordance with the terms of your telecommute agreement, unless directed otherwise by your supervisor/lead or manager.
* Sick leave may not be used for an absence due to the emergency and must be used in accordance with King County Personnel Guidelines or any applicable collective bargaining agreement.
* All compensation will be administered in accordance with King County Personnel Guidelines or any applicable collective bargaining agreement.
* As personal preparedness will be key to your ability to perform your assigned work, you are encouraged to prepare personally for an emergency. This includes transportation plans and family care plans if applicable. Please visit: <https://makeitthrough.org/individuals/> for tips on emergency preparedness for individuals and families.

**FIRST RESPONDER CLASSIFICATIONS**

As part of our agency emergency planning, {DIVISION} has identified the following classifications as **First Responders**:

* FIRST RESPONDER CLASSIFICATION 1
* FIRST RESPONDER CLASSIFICATION 2
* FIRST RESPONDER CLASSIFICATION 3

If you are in one of these classifications, your position is designated as a **First Responder** and you have an active role in the County’s emergency response. As such, you have the highest duty to report to work. In the event of an emergency, you must report to your worksite unless management or your immediate supervisor/lead directs you to an alternative worksite. Emergency operations may require working from alternative worksites, working alternative schedules, overtime, a change in duties or work group, and/or working only as needed to perform the essential function. [Agency may add additional conditions to be considered for when the employee must report.]

If you will be delayed or unable to report to your assigned worksite, you must contact the assigned supervisor/lead to report your status. You must use approved, accrued leave (vacation or executive leave) if you are unable to report to work.

**MISSION CRITICAL CLASSIFICATIONS**

As part of our agency emergency planning, {DIVISION} has identified the following classifications as **Mission Critical**:

* MISSION CRITICAL CLASSIFICATION 1
* MISSION CRITICAL CLASSIFICATION 2
* MISSION CRITICAL CLASSIFICATION 3

If you are in one of these classifications, your position has been designated as **Mission Critical**, which means you provide services that must remain operational, but may not be critical to the emergency response. In the event of an emergency, **Mission Critical** employees must report for work as directed by your management or your immediate supervisor/lead. Maintaining operations during an emergency or inclement weather may require working from alternative worksites, working alternative schedules, overtime, a change in duties or work group, and/or working only as needed to perform the essential function. [Agency may add additional conditions to be considered for when the employee must report.]

If you will be delayed or unable to report for work, follow your agency’s process for reporting for work during an emergency. You must use approved, accrued leave (vacation or executive leave) if you are unable to report to work.

**ALL OTHER CLASSIFICATIONS**

Employees in classifications not listed above are in positions designated as **Non-Mission Critical in an Emergency**. The functions performed by these employees can be delayed while emergency response and essential functions are delivered. If an emergency occurs, report your status as instructed by your agency. If needed, you may be directed to provide assistance in another area of the agency or the County, consistent with your job classification and skills in furtherance of emergency response or business continuity.

If you will be delayed or unable to report to your assigned worksite, follow your agency’s process for reporting for work during an emergency. You must use accrued, approved leave (vacation or compensatory time) if you are unable to report for work.

If a **facility is closed** by order of the King County Executive, if you are not assigned to any alternative worksite and if you are a regular, provisional, probationary or term-limited temporary employee scheduled to work, you will be paid your normal pay until such time as the facility is reopened, alternative worksites are arranged or a reduction in force is implemented. Please refer to the *County Operations in an Emergency or Inclement Weather* if you have questions about pay or use of leave in this circumstance.

**THANK YOU IN ADVANCE**

King County and agency leadership appreciate your commitment to public service. Our ability to respond and recover from emergencies, natural disasters, or inclement weather relies on us coming together to prepare and respond. Thank you for doing your part.

Please contact your supervisor or human resources team if you have any questions.

{DATE}

To: {Division} Employees

RE: Employee Designations and Expectations to report During an Emergency

As a provider of essential functions to King County residents, the {Agency} and the {Division} remain operational in various emergencies and inclement weather. Emergencies include but are not limited to: severe weather events, floods, earthquakes, terrorism, and civil disturbances. The County requires all agencies, departments, and divisions to designate employees’ responsibilities in such emergencies. This memo outlines the employee designations used in emergencies and inclement weather based on essential functions provided by the {Division}.

The following applies to any County employee:

* In an emergency or inclement weather, King County will use the KCInform system to communicate with employees and may provide specific instructions for employees based on their designations.
* If you have an approved telecommute agreement in effect at the time of the emergency, you may be able to report to work in accordance with the terms of your telecommute agreement, unless directed otherwise by your supervisor/lead or manager.
* Sick leave may not be used for an absence due to the emergency and must be used in accordance with King County Personnel Guidelines or any applicable collective bargaining agreement.
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* As personal preparedness will be key to your ability to perform your assigned work, you are encouraged to prepare personally for an emergency. This includes transportation plans and family care plans if applicable. Please visit: <https://makeitthrough.org/individuals/> for tips on emergency preparedness for individuals and families.

**FIRST RESPONDER FUNCTIONS**

As part of our agency emergency planning, {DIVISION} has identified the following as **First Responder** functions:

* FIRST RESPONDER FUNCTION 1
* FIRST RESPONDER FUNCTION 2
* FIRST RESPONDER FUNCTION 3

If you perform one of these functions, your position is designated as a **First Responder** and you have an active role in the County’s emergency response. As such, you have the highest duty to report to work. In the event of an emergency, you must report to your worksite unless management or your immediate supervisor/lead directs you to an alternative worksite. Emergency operations may require working from alternative worksites, working alternative schedules, overtime, a change in duties or work group, and/or working only as needed to perform the essential function. [Agency may add additional conditions to be considered for when the employee must report.]

If you will be delayed or unable to report to your assigned worksite, you must contact the assigned supervisor/lead to report your status. You must use approved, accrued leave (vacation or executive leave) if you are unable to report to work.

**MISSION CRITICAL CLASSIFICATIONS**

As part of our agency emergency planning, {DIVISION} has identified the following as essential functions:

* ESSENTIAL FUNCTION 1
* ESSENTIAL FUNCTION 2
* ESSENTIAL FUNCTION 3

If you work on one of these essential functions, your position has been designated as **Mission Critical**, which means you provide services that must remain operational, but may not be critical to the emergency response. In the event of an emergency, **Mission Critical** employees must report for work as directed by your management or your immediate supervisor/lead. Maintaining operations during an emergency or during inclement weather may require working from alternative worksites, working alternative schedules, overtime, a change in duties or work group, and/or working only as needed to perform the essential function. [Agency may add additional conditions to be considered for when the employee must report.]

If you will be delayed or unable to report for work, follow your agency’s process for reporting for work during an emergency. You must use approved, accrued leave (vacation or executive leave) if you are unable to report to work.

**ALL OTHER CLASSIFICATIONS**

Employees who do not provide first responder or work on essential functions are designated as **Non-Mission Critical in an Emergency**. The functions performed by these employees can be delayed while emergency response and essential functions are delivered. In the event of an emergency, report to as instructed by your agency. If needed, you may be directed to provide assistance in another area of the agency or the County, consistent with your job classification and skills in furtherance of emergency response or business continuity.

If you will be delayed or unable to report to your assigned worksite, follow your agency’s process for reporting for work during an emergency. You must use accrued, approved leave (vacation or compensatory time) if you are unable to report for work.

If a **facility is closed** by order of the King County Executive, if you are not assigned to any alternative worksite and if you are a regular, provisional, probationary or term-limited temporary employee scheduled to work, you will be paid your normal pay until such time as the facility is reopened, alternative worksites are arranged or a reduction in force is implemented. Please refer to the *County Operations in an Emergency or Inclement Weather* if you have questions about pay or use of leave in this circumstance.

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DATE BLOCK

EMPLOYEE NAME BLOCK CLASSIFICATION SECTION

DEAR {EMPLOYEE}:

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[*Include if applicable:* In addition to your designation below, you are also [number X] in the line of succession for {Work Unit}. This means that, if the line of succession is activated, you may be called upon to perform leadership and management duties that maintain business continuity and be required to respond to incidents and issues on a 24/7 basis. Please be sure you are appropriately cross-trained to fulfill these duties. Your service in this capacity, if needed, is greatly appreciated.]

Your position has been designated **First Responder**, which means that you have a role in emergency response and are responsible for the protection and preservation of life, property, evidence, environment, and/or the restoration of order. In the event of an emergency, you must report to your worksite unless management or your immediate supervisor/lead directs you to an alternative worksite. Emergency operations may require working from alternative worksites, working alternative schedules, overtime, a change in duties or a change in work group, and/or working only as needed to perform the essential function. [Agency may add additional conditions to be considered for when the employee must report.]

If you will be delayed or unable to report to your assigned worksite, you must contact the assigned supervisor/lead to report your status. As a **First Responder**, you have the highest duty to report to work and may be required to provide additional documentation to explain an absence during an emergency. As an employee paid on an hourly basis, you must use approved, accrued leave (vacation or compensatory time) for any portion of your regularly scheduled workday when you were unable to report to work. Sick leave may not be used for an absence due to the emergency and must be used in accordance with King County Personnel Guidelines or any applicable collective bargaining agreement. All compensation will be administered in accordance with King County Personnel Guidelines or any applicable collective bargaining agreement.

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DEAR {EMPLOYEE}:

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If you will be delayed or unable to report to your assigned worksite, you must contact the assigned supervisor/lead to report your status. As a **First Responder**, you have the highest duty to report to work and may be required to provide additional documentation to explain an absence during an emergency. As an employee paid on a salaried basis, you must use approved, accrued leave (vacation or executive leave) for any workday when you were unable to report to work. Sick leave may not be used for an absence due to the emergency and must be used in accordance with King County Personnel Guidelines or any applicable collective bargaining agreement. All compensation will be administered in accordance with King County Personnel Guidelines or any applicable collective bargaining agreement.

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If you will be delayed or unable to report for work, follow your agency’s process for reporting for work during an emergency. As a **Mission Critical** employee, you must be available to perform your duties as needed to maintain operations and you may be required to provide additional documentation to explain an absence during an emergency. As an employee paid on an hourly basis, you must use approved, accrued leave (vacation or compensatory time) for any portion of your regularly scheduled workday when you were unable to report for work. Sick leave may not be used for an absence due to the emergency and must be used in accordance with King County Personnel Guidelines or any applicable collective bargaining agreement. All compensation will be administered in accordance with King County Personnel Guidelines or any applicable collective bargaining agreement.

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