

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

MEMORANDUM

TO: SEE DISTRIBUTION

FROM: Gregory L. Wayt, Major General (Ohio), The Adjutant General 

DATE: December 15, 2004

SUBJECT: POLICY – State Employee Procedure Letter #6
Weather Emergency

1. REFERENCES:

- a. Ohio Revised Code Section 124.18
- b. Ohio Administrative Code Sections 123:1-45-01 and 123:1-46-01
- c. OCSEA/AFSCME Contract Article 13.15

2. GENERAL: This Policy applies to all State employees within the Adjutant General's Department.

- a. Weather emergencies which affect state employees reporting to work or being released from work early or on a delayed start time will be declared on a county-by-county basis by the **GOVERNOR'S DESIGNATED AGENT, THE DIRECTOR OF THE DEPARTMENT OF PUBLIC SAFETY.**
- b. In the event there is a weather emergency declared, a determination may be made that state employees designated as non-essential are not to report to work for the entire day, are not to report to work until a designated time, or are to be released from work early.
- c. Essential employees are required to report to work or remain at work regardless of the declared emergency. An essential employee who fails to report for work at the designated time and has not requested and had leave properly approved by the supervisor shall be absent without leave and therefore in a no-pay status. The employee will be required to show cause for failure to report for work at the designated time or may be subject to discipline.
- d. The declared weather emergency will be carried on local radio/television stations (Enclosure 2). Each employee is responsible for knowing if he/she is an essential or non-essential employee for purposes of this policy letter and is also individually responsible for listening to the appropriate radio/television station during extreme weather conditions. If a state employee is still unclear as to the weather emergency, he/she may call the Weather Emergency Voice Mail at (614) 821-9999. This number is operational 24 hours per day, seven days per week.
- e. When early closings, late arrivals, or early releases have been declared, the provisions outlined in this letter shall be implemented for state employees.

*This letter supersedes all State Employee Procedure Letters #6, dated prior to 12/15/2004.

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- f. The director of the Department of Public Safety is the Governor's designee to declare a weather emergency that affects the obligation of state employees to travel to and from work. The authority to declare a weather emergency for state employees rests solely with the Governor in consultation with the director of Public Safety. Local commanders, base service officers, and other supervisors **do not** have the authority to excuse state employees from work or implement this policy letter without the approval of the Adjutant General or an official news release bulletin by the Director of the Ohio Department of Public Safety.
- g. During the year, extreme weather conditions may exist and roadway emergencies may be declared by local sheriffs in certain counties, yet no formal weather emergency is declared by the Governor and state public offices remain open. Should this situation occur, supervisors are encouraged to exercise their judgment and discretion to permit non-essential employees to use any accrued vacation, personal, or compensatory leave if such employees choose not to come to work due to extenuating circumstances caused by extreme weather conditions. Non-essential employees with no or inadequate accrued leave may be granted leave without pay.
- h. No state employee will be excused from work except as described by this letter.
- i. Declared Weather Emergency in Work Site Location vs. County of Residence vs. Travel Through Declared Weather Emergency Counties: The provisions of this letter apply equally to all personnel when the officially declared weather emergency (as stated by section 2a above) is declared for the work site county, county of residence, or for counties that must be traveled through in order to report to the normal work location. Example: If the work site county is Franklin and there is no weather emergency for Franklin County but the employee lives in Morrow County and must travel through Delaware County, and both Morrow and Delaware Counties are declared, then the non-essential employees who reside in or who must travel through the declared counties do not report to work.

3. DEFINITIONS:

- a. Essential Employees Exempt From Collective Bargaining Units: Employees not included in collective bargaining units who are required to report to work or continue in a work status during a weather emergency. All individuals listed on the attached Enclosure 1 are ESSENTIAL employees. This list can be changed only by the Adjutant General. Division/Section Chiefs will have an annual opportunity to request changes to the roster. The provisions listed in paragraph 4(b) apply to this group of employees for compensation and time and attendance reporting.
- b. Essential Collective Bargaining Unit Employees: Employees covered by the provisions of the AFSCME/OCSEA Contract who are required to report to work or continue in a work status during a weather emergency. All individuals listed on the attached Enclosure 1 are ESSENTIAL employees. The provisions listed in paragraph 4(d) apply to this group of employees for compensation and time and attendance reporting.
- c. Non-Essential Exempt and Collective Bargaining Unit Employees: Employees either included in or excluded from the provisions of the AFSCME/OCSEA contract who are not listed on the attached Enclosure 1 are not required to work during a weather emergency. Depending on the effective time of the weather emergency, these employees would:

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- 1) not report to work if the emergency was effective prior to the normally scheduled work shift of the employee;
- 2) would have a delayed start time; or
- 3) would be released from the work location before the end of the employee's normally scheduled shift.

The provisions listed in paragraphs 4(a) and 4(c) apply to this group of employees for compensation and time and attendance reporting.

4. COMPENSATION AND TIME AND ATTENDANCE REPORTS (T&As):

- a. NON-ESSENTIAL Employees EXEMPT from Collective Bargaining: Employees in this category who do not report for work or who are sent home as a result of a declared weather emergency shall be paid for their full scheduled shift(s) at their regular rate of pay.

Employees in this category who volunteer to stay during a weather emergency and work their regularly scheduled hours are not entitled to overtime compensation or compensatory time and shall be paid at their regular rate of pay.

Employees in this category **should not normally be required** to remain at work during a declared weather emergency. On the rare occasion when non-essential employees are required to remain at work due to the absence of essential employees, such non-essential employees shall be entitled to overtime compensation or compensatory time, in addition to their regular rate of pay, as outlined below for exempt essential employees.

- b. ESSENTIAL Employees EXEMPT from collective Bargaining: Essential employees must report for work regardless of the weather conditions.

Overtime eligible employees shall be given overtime compensation for every hour worked during the emergency. Overtime exempt employees shall be given one hour of compensatory time for every hour worked during the emergency.

Essential employees who are instructed not to report for work or are released from work during an emergency shall be paid at their regular rate of pay. No compensatory time will be granted to essential employees who volunteer to work after being advised to leave or not report for work.

- c. NON-ESSENTIAL COLLECTIVE BARGAINING UNIT Employees: Non-essential bargaining unit employees who are sent home or do not report for work as a result of a declared weather emergency shall be paid their full scheduled shift(s) at their regular rate of pay.

Non-essential employees who are **required** to remain at work during a declared weather emergency due to the absence of essential employees shall receive pay at time and one-half (1 1/2) for hours worked. Any overtime worked during an emergency shall be paid at double time.

Non-essential employees should not be permitted to volunteer to remain at work during a declared weather emergency.

- d. ESSENTIAL COLLECTIVE BARGAINING UNIT Employees: Essential bargaining unit employees must report for work as scheduled regardless of the weather conditions.

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Essential employees shall receive pay at time and one-half (1 1/2) for hours worked. Any overtime worked during an emergency shall be paid at double time.

Essential employees who are instructed not to report for work or are released from work during an emergency shall be paid at their regular rate of pay. No compensatory time will be granted to essential employees who volunteer to work after being advised to leave or not report for work.

- e. **ALL EMPLOYEES** must complete the enclosed form labeled "ADJUTANT GENERAL'S DEPARTMENT EMPLOYEES' WEATHER EMERGENCY WORKSHEET" (Enclosure 2) and submit it to the State Human Resources Office with the Time and Attendance Report Form for the applicable pay period. Supervisors are responsible to insure that all employees complete this form, review and sign the form, and submit it to the T&A Certifying Official for submission with T&As.

When the T&A is completed for a pay period which includes a **declared emergency**, the daily entry for the day(s) of the emergency should be left BLANK. When totals are completed on the right side of the form, any time worked, leave time used, or overtime earned on the day of the emergency should be excluded.

Pay hours, leave hours, overtime hours, etc., for the day(s) of the emergency will be calculated at the State Human Resources Office based on the information provided on the Weather Emergency Worksheet. **Therefore, it is imperative that ALL EMPLOYEES COMPLETE THIS FORM, regardless of their work status on the day(s) of the emergency.**

- f. **ALL NON-ESSENTIAL EMPLOYEES** who did not work during an emergency should be recorded on the T&A the same as for any normally scheduled work day. The code "E" with the appropriate number of hours the employee did not work, or was released early, or arrived late based upon official announcement, should be designated on the daily entry. "E" hours should also be recorded in the "Other Leave" column on the right side of the form, unless the employee was in a pre-approved leave status on that day. In that case, no "E" entry is made and only the V8, S8, or other appropriate leave entry is entered on the form.
- g. An employee who is on a scheduled leave during a declared weather emergency shall be charged leave regardless of the declared weather emergency.
- h. With the prior approval of the supervisor, an employee may be permitted to make-up time if the employee arrives late and desires to do so. This make-up time will not be approved for overtime or compensatory time credit.

Enclosures (3)

1. **Essential Employees**
2. **Radio/Television Stations**
3. **Weather Emergency Worksheet**

DISTRIBUTION:

AD

Essential Employees

REFERENCE: AGOH-SHRD State Employee Procedure Letter #6

1. NON-ESSENTIAL EMPLOYEES: Any employee's position that is not listed as essential in item II below has been determined to be non-essential for purposes of State Employee Procedure Letter #6.
2. ESSENTIAL EMPLOYEES:

<u>County</u>	<u>City</u>	<u>Location</u>	<u>PCN</u>	<u>Class Title</u>	<u>Name</u>		
Clark	Springfield	Air	0448.0	Electrician 1	Borders	Larry	
		Air	0449.0	Bldg Mnt Spv	Wermter	Alan	
		Air	0452.0	Maint Rep Wkr2	Bivens	Robert	
		Air	0452.5	Maint Rep Wkr2	Jones	Paul	
		Air	0453.0	Electrician 1	Reynolds	Kenney	
		Air	0454.3	Maint Rep Wkr1	McCracken	Michael	
		Air	0454.5	Maint Rep Wkr1	Dutenhaver	James	
		Air	2017.0	Sec Ofcr Spec	Kanzari	Carl	
		Air	2018.0	Sec Ofcr Spec	Ward	Ryan	
		Air	2019.0	Sec Ofcr Spec	Wilson	Daniel	
		Air	2021.0	Sec Ofcr Spec	Orr	Ronald	
		Air	2022.0	Sec Ofcr Spec	McFarland	Adam	
		Air	2023.0	Sec Ofc Spc Sv	Peters	Rodney	
		Air	2023.2	Sec Ofc Spc Sv	Heider	Dana	
		Air	2025.0	Sec Ofcr Spec	Ruble	Dean	
		Air	2026.0	Sec Ofcr Spec	Adams	Timothy	
		Air	2026.2	Clerk 3	Dillon	Danielle	
		Air	2027.0	Sec Ofcr Spec	Gibson	Michael	
		Air	2028.0	Sec Ofcr Spec	Zoldak	Robert	
		Air	2100.0	Asst Fire Chf	Reed	Timothy	
		Air	2101.0	Fire Stat Capt	Garner	Vance	
		Air	2102.0	Lt Fire Fightr	Drum	Douglas	
		Air	2103.0	Fire Fighter	Good	Nathaniel	
		Air	2105.0	Fire Fighter	Proffitt	Douglas	
		Air	2107.0	Fire Fighter	Moeller	James	
		Air	2108.0	Asst Fire Chf	Stroup	Jess	
		Air	2109.0	Fire Stat Capt	Thompson	Stephen	
		Air	2110.0	Lt Fire Fightr	Riley	Joseph	
		Air	2111.0	Lt Fire Fightr	Jones	Lewis	Jr
		Air	2112.0	Fire Fighter	Dover	Ralph	
		Air	2113.0	Fire Fighter	Hoover	Michael	
		Air	2114.0	Fire Fighter	Rush	Gregory	
		Air	2115.0	Fire Fighter	Howard	James	
Air	2116.0	Lt Fire Fightr	Roy	Mark			
Air	2117.0	Fire Fighter	Hardman	Gregory			
Air	2118.0	Lt Fire Fightr	Hergenrather	Timothy			
Air	2119.0	Lt Fire Fightr	Martin	Bruce			
Air	2120.0	Fire Fighter	Bachman	Jeffrey			
Air	2121.0	Fire Fighter	Roddy	Erik			
Air	2122.0	Fire Fighter	Ross	Michael			
Air	2123.0	AFB Fire Tr Of	Northup	Douglas			
Clermont	Felicity	Armory	0475.0	Maint Rep Wkr2	Grant	Henry	

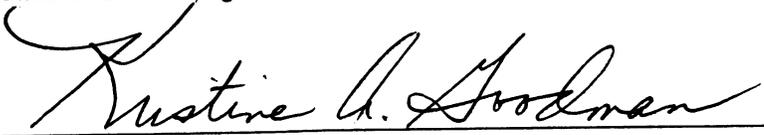
County	City	Location	PCN	Class Title	Name			
Franklin	Beightler	Armory	0001.0	Adj General	Wayt	Gregory		
		Armory	0003.0	Asst Adj Gen	Young	Ronald		
		Armory	0004.5	Asst Adj Gen	Green	Richard		
		Armory	0005.1	Ast QM General	Dreiman	Richard		
		Armory	0010.0	Fiscal Off 3	Ostler	Mark		
		Armory	0011.4	Human Res Adm1	Goodman	Kristine		
		Armory	0011.5	Dep Director 5	Boling	E		
		Armory	0015.2	Act Clerk Spv	Austin	Bethyanne		
		Armory	0135.0	Auto Tech	Tabler	Gregory		
		Armory	0146.0	Dep Director 5	Hartley	David		
		Armory	0151.0	Policy Staff	Sims	James		
		Armory	0152.0	Dep Director 5	Wayda	Mark		
		Armory	0153.1	Office Asst 2	Hanback	Raymond		
		Armory	0165.1	Mail Clerk/Msg	Pierce	William		
		Armory	0201.2	Network Adm 3	Witkowski	Peter		
		Armory	0203.0	Purch Spv	Lechner	Mary		
		Armory	0241.1	Maint Rep Wkr3	Dunlap	Markus		
		Armory	0242.0	Adm Off 3	Snow	Michael		
		Armory	0242.2	Bldg Mnt Supt2	Park	James		
		Armory	0242.3	Bldg Mnt Supt2	Penn	James		
		Armory	2124.0	Pers Off 2	Holcomb	Karen		
			Rick Bldg 915	Armory	0206.0	Maint Rep Wkr3	Baez	Melvin
				Armory	0243.4	Bld Mnt Supt1	Wolfe	Roger
			Rickenbacker	Air	0432.0	Maint Rep Wkr1	Polivka	Jeffrey
				Air	0433.1	Bldg Mnt Spv	Conrad	Leonard
				Air	0433.2	Maint Rep Wkr2	Long	Lee
				Air	0433.4	Maint Rep Wkr2	Leedy	Jerry
				Air	0433.5	Plumber 1	McKinney	Timothy
		Air	0433.6	Bld Mnt Supt1	Cole	Monte		
		Air	0433.9	Air Qual Tech1	Piek	Neal		
		Air	0434.0	Electrician 2	Swanson	Steve		
		Air	0434.1	Electrician 1	McDowell	Wade		
	Buckeye Inn		0700.0	Bus Admin 1	Cordell	Jamie		
		Air	2048.0	Sec Off Spc Mg	Hughes	Terry		
		Air	2049.9	Clerk 3	Walker	Kelley		
		Air	2050.0	Sec Ofcr Spec	Griggs	Joel Sr		
		Air	2051.0	Sec Ofcr Spec	Astrop	Sherman		
		Air	2051.1	Sec Ofcr Spec	DiBenedetto	Francis		
		Air	2051.2	Sec Ofcr Spec	Walker	Jonathan		
		Air	2051.3	Sec Ofcr Spec	Rippetoe	Dennis		
		Air	2051.4	Sec Ofcr Spec	Bush	David		
		Air	2051.5	Sec Ofcr Spec	Landon	Angela		
		Air	2051.6	Sec Ofcr Spec	Yoder	Bobby		
		Air	2051.8	Sec Ofcr Spec	Wolfinger	Jack		
		Air	2401.0	AFB Fire Tr Of	Hook	Daniel		
		Air	2402.0	Fire Stat Capt	Atkins	Dennis		
		Air	2403.0	Lt Fire Fightr	Johnson	Rex		
		Air	2404.0	Lt Fire Fightr	Baker	Steven		
		Air	2405.0	Lt Fire Fightr	McKee	Christopher		
		Air	2406.0	Lt Fire Fightr	Montgomery	Frank		
		Air	2407.0	Fire Fighter	Croft	Aaron		
		Air	2408.0	Fire Fighter	Ault	Shannon		
		Air	2409.0	Fire Fighter	Moore	Matthew		
		Air	2410.0	Fire Fighter	Rickord	Scott		

County	City	Location	PCN	Class Title	Name		
Franklin	Rickenbacker	Air	2411.0	Fire Fighter	Lesko	Joseph	
		Air	2412.0	Fire Fighter	Fisher	Lisa	
		Air	2413.0	Fire Fighter	Buzzard	Stephen	
		Air	2414.0	Fire Fighter	Patterson	David	
		Air	2415.0	Fire Fighter	Guilliams	Jon	
		Air	2416.0	Fire Fighter	Toliver	Lee	
		Air	2417.0	Fire Fighter	Roach	Matthew	
		Air	2418.0	Fire Stat Capt	Hay	Lawrence	
		Air	2419.0	Lt Fire Fightr	Damoff	David	
		Air	2420.0	Lt Fire Fightr	Thomas	Lawrence	
		Air	2421.0	Lt Fire Fightr	McJunkin	Dennis	
		Air	2422.0	Lt Fire Fightr	Garver	Lewis	
		Air	2423.0	Fire Fighter	Blair	Wesley	
		Air	2424.0	Fire Fighter	Downing	Dusty	
		Air	2425.0	Fire Fighter	Klaus	John	
		Air	2426.0	Fire Fighter	Conrad	Brian	
		Air	2427.0	Fire Fighter	Ewing	Joseph	
		Air	2428.0	Fire Fighter	Freeman	Steven	
		Air	2429.0	Fire Fighter	Stevenson	Roxie	
		Air	2430.0	Fire Fighter	Finch	Kenneth	
		Air	2431.0	Fire Fighter	Ball	Christian	
		Air	2432.0	Fire Fighter	Ribbans	Bruce	Jr
		Air	2433.0	Asst Fire Chf	Mefford	Floyd	
Air	2434.0	Asst Fire Chf	Noojin	Jay			
Hamilton	Blue Ash	Air	0412.0	Maint Rep Wkr2	Gavula	Kyle	
		Air	0413.0	Maint Rep Wkr1	Hale	William	Jr
Licking	Newark	Armory	0491.0	Maint Rep Wkr1	Miller	Sandra	
		Armory	0492.0	Maint Rep Wkr3	Webb	Roger	
Lucas	Toledo	Armory	0264.3	Maint Rep Wkr2	Snyder	Kenneth	
		Air	0459.0	Bld Mnt Supt1	Grzechowiak	David	
		Air	0460.0	Maint Rep Wkr1	Vandenbroek	Marlene	
		Air	0461.0	Air Qual Tech1	Schumacher	Ronald	
		Air	0464.0	Maint Rep Wkr2	Thomas	Jeffrey	
		Air	0465.1	Maint Rep Wkr1	Schaeffer	David	
		Air	0467.0	Electrician 2	Ochu	Lawrence	
		Air	0468.0	Plumber 1	Simpkins	Earl	III
		Air	2031.0	Sec Ofcr Spec	Schmidt	John	
		Air	2032.0	Sec Ofcr Spec	Metcalfe	Todd	
		Air	2033.0	Sec Ofcr Spec	Carey	Kenneth	
		Air	2034.0	Sec Ofcr Spec	Nye	Thomas	
		Air	2036.0	Sec Ofcr Spec	Hartzell	Ronnie	
		Air	2037.0	Sec Ofcr Spec	Achinger	Joseph	
		Air	2038.0	Sec Ofcr Spec	Rasar	Rada	
		Air	2039.0	Sec Ofcr Spec	Revard	Robert	
		Air	2040.0	Sec Ofcr Spec	Ruby	Tara	
		Air	2041.2	Clerk 3	Pietras	Susan	
		Air	2042.0	Sec Ofcr Spec	Smith	Anthony	
		Air	2043.0	Sec Ofcr Spec	Darling	William	IV
		Air	2300.0	Asst Fire Chf	Barnes	John	
		Air	2304.0	Fire Fighter	Ball	Michael	
		Air	2305.0	Fire Fighter	Snyder	Richard	
Air	2306.0	Fire Fighter	Mohr	Dennis			
Air	2307.0	Fire Fighter	Hamel	Mark			
Air	2308.0	Asst Fire Chf	Ulrick	David			

County	City	Location	PCN	Class Title	Name	
Lucas	Toledo	Air	2311.0	Fire Fighter	Schwarzkopf	Kevin
		Air	2313.0	Fire Fighter	Rozick	Brian
		Air	2314.0	Fire Fighter	Sheldrick	Rodney
		Air	2315.0	Fire Fighter	Cooper	Nathaniel
		Air	2318.0	Fire Fighter	Thieman	Christopher
		Air	2323.0	Asst Fire Chf	McNutt	John
Morgan	McConnellsville	Armory	0264.0	Maint Rep Wkr2	Kintz	Randall
		Armory	0264.1	Maint Rep Wkr2	Carsey	Gary
Muskingum	Zanesville	Air	0472.0	Maint Rep Wkr3	Girton	James
Ottawa	Camp Perry	Operations	0243.9	Bldg Mnt Spv	Lewis	Roger
		Operations	0250.1	Adm Off 2	Green	Ralph Jr
		Operations	0251.2	Treat Plnt Spv	Cover	Steven
		Operations	0252.0	Maint Rep Wkr2	Messersmith	Julie
		Operations	0253.0	Plumber 2	McDonough	Martin
		Operations	0255.0	Electrician 2	Bower	David
		Operations	0261.0	Groundskeeper 3	Scagnetti	Eric
		Operations	0521.0	Maint Rep Wkr2	Sass	Kenneth
		Clubhouse	0609.0	Bus Admin 1	Wilson	Deborah
		Operations	0620.0	Auto Tech	Fincher	Kenneth
Red Horse		Air	0418.0	Bldg Mnt Spv	Collins	Richard
		Air	0419.0	Air Qual Tech1	Goode	David
		Air	0424.0	Groundskeeper2	Boykin	Samuel
Richland	Mansfield	Air	0438.0	Electrician 2	Boyer	Scott
		Air	0438.1	Electrician 2	Arbitter	Glenn
		Air	0439.0	Designer 1	Pryor	Michael
		Air	0440.0	Bldg Mnt Spv	Gilbert	James
		Air	0441.0	Carpenter 1	Myers	Woodrow
		Air	0442.0	Maint Rep Wkr3	Metcalf	Stephen
		Air	0444.0	Plumber 1	Ruble	James
		Air	2001.0	Sec Ofcr Spec	Loiko-Ryan	Lisa
		Air	2002.0	Sec Ofcr Spec	Poland	Ronald
		Air	2006.0	Sec Ofc Spc Sv	Melching	James
		Air	2006.2	Sec Ofc Spc Sv	Urban	Christopher
		Air	2007.0	Sec Ofcr Spec	Ginn	Hannah
		Air	2008.0	Sec Ofc Spc Sv	Velemirov	Brandon
		Air	2009.0	Sec Ofcr Spec	Burnell	Elvin
		Air	2009.3	Clerk 3	York	Beverly
		Air	2011.0	Sec Ofcr Spec	Rashleigh	John
		Air	2201.0	Asst Fire Chf	Goodwin	John
		Air	2202.0	AFB Fire Tr Of	Swank	Stephen
		Air	2203.0	Asst Fire Chf	Kissel	David
		Air	2204.0	Asst Fire Chf	Phelps	Thomas
		Air	2205.0	Fire Stat Capt	Edwards	Keith
		Air	2206.0	Fire Stat Capt	Christie	Todd
		Air	2207.0	Fire Stat Capt	Wallen	Dwight
		Air	2208.0	Lt Fire Fightr	Kmetz	Kenneth
		Air	2209.0	Lt Fire Fightr	Roeder	Mark
		Air	2210.0	Lt Fire Fightr	Sega	Armando
		Air	2211.0	Fire Fighter	Richwine	Richard
		Air	2212.0	Fire Fighter	Reeves	Reginald
		Air	2213.0	Fire Fighter	Brown	Philip
		Air	2214.0	Fire Fighter	Devlin	Robert
Air	2215.0	Fire Fighter	Marano	Greg		
Air	2216.0	Fire Fighter	Duff	Bradley		

County	City	Location	PCN	Class Title	Name	
Richland	Mansfield	Air	2217.0	Fire Fighter	Finch	William
		Air	2218.0	Fire Fighter	Rowland	Richard
		Air	2219.0	Fire Fighter	Burton	Roger
		Air	2220.0	Lt Fire Figtr	Togliatti	Rodney
		Air	2221.0	Fire Fighter	Plew	Scott
		Air	2222.0	Lt Fire Figtr	Cauvel	John
		Air	2223.0	Fire Fighter	Diehl	Jeffery
		Air	2224.0	Lt Fire Figtr	Shull	Judson
Stark	Alliance	Armory	0480.0	Maint Rep Wkr1	May	James
		Armory	0482.0	Maint Rep Wkr1	Sprout	Dale
Trumbull	Newton Falls	Armory	0264.4	Maint Rep Wkr2	Lupton	James
		Armory	0264.5	Bldg Mnt Spv	Oxley	Brett
		Armory	0264.6	Groundskeeper1	Moeller	Richard

NOTE TO ALL ESSENTIAL EMPLOYEES: Carry this document in your vehicle for identification in the event a law enforcement officer or other authority requires you to provide evidence of your essential status as an employee of the State of Ohio during a declared weather emergency.



Kristine A. Goodman, State Human Resources Administrator
Adjutant General's Department (614) 336-7151

EMERGENCY WEATHER NOTIFICATION
RADIO/TELEVISION LIST

AS OF: October 24, 2003

REFERENCE: AGOH-SHRD State Employee Procedure Letter #6

COUNTY	STATION	FREQUENCY/CHANNEL	CITY
ALLEN	WLIO-TV	35	LIMA
	WTGN-FM	97.7	LIMA
	WLJM-AM	940	LIMA
	WDOH-FM	107.1	DELPHOS
ASHLAND	WNCO-FM	101.3	ASHLAND
	WNCO-AM	1340	ASHLAND
ASHTABULA	WFUN-AM	970	ASHTABULA
	WREO-FM	97.1	ASHTABULA
ATHENS	WATH-AM	970	ATHENS
	WOUB-AM	1340	ATHENS
BUTLER	WPFB-FM	105.9	MIDDLETOWN
	WPFB-AM	910	MIDDLETOWN
	WMOH-AM	1450	HAMILTON
	WOXY-FM	97.7	OXFORD
CLARK	WULM-AM	1600	SPRINGFIELD
	WIZE-AM	1340	SPRINGFIELD
CHAMPAIGN	WKSW-FM	101.7	URBANA
COLUMBIANA	WOHI-AM	1490	EAST LIVERPOOL
	WOGF-FM	104.3	EAST LIVERPOOL
COSHOCTON	WTNS-AM	1560	COSHOCTON
	WTNS-FM	99.3	COSHOCTON
CUYAHOGA	WKYC-TV	3	CLEVELAND
	WJW-TV	8	CLEVELAND
	WEWS-TV	5	CLEVELAND
	WXTM-FM	92.3	CLEVELAND
	WDOK-FM	102.1	CLEVELAND
	WCRF-FM	103.3	CLEVELAND
	WTAM-AM	1100	CLEVELAND
ERIE	WLEC-AM	1450	SANDUSKY
	WCPZ-FM	102.7	SANDUSKY
FRANKLIN	WCMH-TV	4	COLUMBUS
	WSYX-TV	6	COLUMBUS
	WBNS-TV	10	COLUMBUS
	WTTE-TV	28	COLUMBUS
	WSNY-FM	94.7	COLUMBUS
	WNCI-FM	97.9	COLUMBUS
	WTVN-AM	610	COLUMBUS
	WBNS-AM	1460	COLUMBUS

**EMERGENCY WEATHER NOTIFICATION
RADIO/TELEVISION LIST**

COUNTY	STATION	FREQUENCY/CHANNEL	CITY
HAMILTON	WLWT-TV	5	CINCINNATI
	WCPO-TV	9	CINCINNATI
	WKRC-TV	12	CINCINNATI
	WUBE-FM	105.1	CINCINNATI
	WKRC-AM	550	CINCINNATI
	WLW-AM	700	CINCINNATI
HURON	WLKR-FM	95.3	NORWALK
	WLKR-AM	1510	NORWALK
LAKE	WELW-AM	1330	WILLOUGHBY
LICKING	WHTH-AM	790	HEATH
	WCLT-FM	100.3	NEWARK
LORAIN	WNWV-FM	107.3	ELYRIA
	WEOL-AM	930	ELYRIA
LUCAS	WTOL-TV	11	TOLEDO
	WTVG-TV	13	TOLEDO
	WNWO-TV	24	TOLEDO
	WUPW-TV	36	TOLEDO
	WKKO-FM	99.9	TOLEDO
	WRVE-FM	101.5	TOLEDO
	WIOT-FM	104.7	TOLEDO
MAHONING	WFMJ-TV	21	YOUNGSTOWN
	WKBN-TV	27	YOUNGSTOWN
	WYTV-TV	33	YOUNGSTOWN
	WKBN-AM	570	YOUNGSTOWN
	WBBW-AM	1240	YOUNGSTOWN
MARION	WMRN-AM	1490	MARION
	WMRN-FM	106.9	MARION
MEDINA	WQMX-FM	94.9	MEDINA
MONTGOMERY	WDTN-TV	2	DAYTON
	WHIO-TV	7	DAYTON
	WKEF-TV	22	DAYTON
	WRGT-TV	45	DAYTON
	WONE-AM	980	DAYTON
	WHIO-AM	1290	DAYTON
	WING-AM	1410	DAYTON
MORGAN	WJAW-FM	100.9	MCCONNELSVILLE
MUSKINGUM	WHIZ-TV	18	ZANESVILLE
	WCVZ-FM	92.7	ZANESVILLE
	WHIZ-FM	102.5	ZANESVILLE
PERRY	WWJM-FM	105.9	NEW LEXINGTON
PIKE	WXIC-AM	660	WAVERLY
	WXIZ-FM	100.9	WAVERLY
PORTAGE	WNIR-FM	100.1	KENT
	WKSU-FM	89.7	KENT

EMERGENCY WEATHER NOTIFICATION
RADIO/TELEVISION LIST

COUNTY	STATION	FREQUENCY/CHANNEL	CITY
PREBLE	WGTZ-FM	92.9	EATON
	WCTM-AM	1130	EATON
RICHLAND	WYHT-FM	105.3	MANSFIELD
	WVNO-FM	106.1	MANSFIELD
	WMAN-AM	1400	MANSFIELD
ROSS	WFCB-FM	93.3	CHILLICOTHE
	WKKJ-FM	94.3	CHILLICOTHE
	WCHI-AM	1350	CHILLICOTHE
	WBEX-AM	1490	CHILLICOTHE
SANDUSKY	WFRO-FM	99.1	FREMONT
	WFRO-AM	900	FREMONT
	WMJK-FM	100.9	CLYDE
SCIOTO	WNXT-FM	99.3	PORTSMOUTH
	WPAY-FM	104.1	PORTSMOUTH
	WNXT-AM	1260	PORTSMOUTH
	WPAY-AM	1400	PORTSMOUTH
	WIOI-AM	1010	NEW BOSTON
SENECA	WTTF-AM	1600	TIFFIN
	WFOB-AM	1430	FOSTORIA
STARK	WTIG-AM	990	MASSILLON
	WDPN-AM	1310	ALLIANCE
	WHBC-AM	1480	CANTON
SUMMIT	WQMX-FM	94.9	AKRON
	WONE-FM	97.5	AKRON
	WHLO-AM	640	AKRON
TUSCARAWAS	WTUZ-FM	99.9	UHRICHSVILLE
	WJER-AM	1450	DOVER
VAN WERT	WBYR-FM	98.9	VAN WERT
	WDOH-FM	107.1	DELPHOS
WASHINGTON	WMRT-FM	88.3	MARIETTA
	WRVB-FM	102.1	MARIETTA
	WMOA-AM	1490	MARIETA
WOOD	WBGU-FM	88.1	BOWLING GREEN
	WRQN-FM	93.5	BOWLING GREEN

NOTE: If your county of residence is not listed, listen to one of the stations listed above that originate in an adjacent county. 24 Hour/7 Days per week Weather Emergency Information Number: (614) 821-9999.

ADJUTANT GENERAL'S DEPARTMENT EMPLOYEE'S WEATHER EMERGENCY WORKSHEET

1. Name (Last)	(First)	(M.I.)	2. Headquarters County
3. Work Location			PCN

4. Beginning Date/Day/Time of Declared Weather Emergency Ending Date/Day/Time of Declared Weather ergency Date _____ Date _____ Day _____ Day _____ Time _____ Time _____	5. Normally Scheduled Work Hours From _____ A.M./P.M. To _____ A.M./P.M.
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6. Are you on flex time? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, what hours? From _____ A.M./P.M. To _____ A.M./P.M.
7. Are you designated essential? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO	8. Were you in approved leave status at any time on the date indicated in #4? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO

9. COMPLETE IF YOU ANSWERED YES TO #8:			
Type of Leave	Date	Number of Hours	From _____ A.M./P.M. To _____ A.M./P.M.
Type of Leave	Date	Number of Hours	From _____ A.M./P.M. To _____ A.M./P.M.

10. Collective Bargaining Unit (Check one) <input type="checkbox"/> Exempt <input type="checkbox"/> OCSEA	11. What hours did you actually work on the date(s) cited in #4 above? Date _____ From _____ A.M./P.M. To _____ A.M./P.M. Date _____ From _____ A.M./P.M. To _____ A.M./P.M.	<u>Total hours worked</u> _____ <u>Total hours worked</u> _____
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12. I certify that the above statements are true and correct to the best of knowledge.	
Employee's Signature	Date

<u>SUPERVISOR CERTIFICATION</u>	
13. I have verified the above information and certify it to be correct.	
14. (Check one)	
<input type="checkbox"/> I <u>required</u> this employee to work the hours indicated above. <input type="checkbox"/> This employee <u>volunteered</u> to work the hours indicated above.	
Supervisor's Signature	Date

FOR SHRD PAYROLL OFFICE USE ONLY			
_____ Reg. Hrs. Worked	_____ OT Hrs.	_____ Less Hrs.	_____ WOT Hrs.