

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: INCLEMENT WEATHER
	NUMBER: GEN 6.0	REVISIONS: 1	EFFECTIVE DATE: March 1, 2017
	SUPERCEDES: 10/17/2011	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:	
		A. Max Bacon, Mayor	Date City Administrator

PURPOSE: To provide City employees, including those who provide public safety, emergency, and other critical City services, as well as those who are responsible for other duties, with general guidelines for reporting to work on occasions when inclement weather occurs.

STATEMENT OF POLICY

The nature of the City's services requires many departments/divisions to operate regardless of weather conditions in order to serve our citizens. Each employee, therefore, is expected to make every effort to report to work and to allow sufficient travel time and precautions to arrive safely at work by the normal starting time.

If severe weather conditions exist before the regularly scheduled shift or work day of (1) any sworn Fire and Police personnel, Detention and Communications personnel and any other personnel of Fire and Police deemed essential by the Chief or Deputy Chief; (2) any public works employee; and/or (3) any other City employee involved in the provision of emergency or essential City services deemed essential by the Department Head or City Administrator, is expected to make every effort to report to work as scheduled. In cases where this is not possible, the employee is expected to notify his or her immediate supervisor and/or department head *before* the start of the scheduled shift or workday.

Upon notification from the employee, the immediate supervisor and/or department head will make the decision on providing appropriate assistance to the employee in commuting to his or her assigned work site.

If severe weather conditions (e.g., snow or ice) exist before the regularly scheduled shift or work day of any other City employee is to begin, the employee should listen to local television or radio stations* to see if City officials have delayed opening or closed non-essential City services for the day. Information will also be posted via the City's website and social media outlets such as Facebook, Twitter and Nixle.

*Employees should refer to the list of television and radio stations posted in all break rooms.

If officials have not delayed opening but the employee cannot reach work due to severe weather conditions, the employee must attempt, as early as possible, to advise his or her immediate supervisor or department head of any unavoidable tardiness or absence.

When severe weather conditions develop during the employee's work day, the City Administrator may decide to permit some City employees who are involved in non-emergency or non-essential services to leave. In such cases, the City Administrator, prior to such permission, will advise the Mayor. The City Administrator will then notify the respective department heads. City employees who are officially released early will be paid for their normally scheduled work hours and will not have to use accumulated leave. Such pay will be designated as "weather pay".

Upon determination that severe weather conditions would threaten the safety of non-essential personnel if they attempted to come to work, the City Administrator may officially declare a "weather closure" or "delayed opening". The City Administrator will advise the Mayor immediately before a declaration of a "weather closure" or other severe weather situation.

In the event of an official closure or delay, employees will receive compensation as follows:

1. If a non-essential employee (fulltime or part-time) **is not** scheduled and **did not** work, the employee shall receive no pay (includes essential and non-essential employees).

2. If a non-essential employee is scheduled but **is not** requested to report or required to work, the employee shall receive “weather pay”.
3. If a non-essential employee **is** requested and/or required to work and **does** work, the employee shall receive “weather pay” plus 1 hour compensatory time for each hour worked.
4. If an essential employee **is not** requested or required to work and **did not** work, the employee shall receive “weather pay”.
5. If an essential employee **is not scheduled but is** requested and/or required to work and **does** work, the employee shall receive his/her regular pay plus 1 hour compensatory time for each hour worked.
6. If an essential employee **is not scheduled but is** requested and/or required to work and **does not** work, the employee must use annual leave or compensatory time to receive pay or time missed will be unpaid.

Depending upon the specific circumstances, certain weather emergencies may require some non-essential personnel to be deemed “essential”. Affected employees will be notified by their respective Department Head or designees and will be expected to report as requested. Compensation will be paid accordingly.

The Mayor and Council reserve the right to make exceptions to this policy when specific weather emergency exist. Affected employees will be notified by their respective department head or designee when such exceptions are necessary.