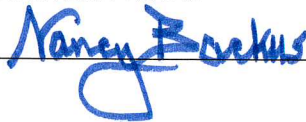


ADMINISTRATIVE POLICY AND PROCEDURE

TITLE: ABSENCES – WEATHER RELATED			SUBJECT: PERSONNEL	
			INDEX NUMBER: 200-69	
EFFECTIVE DATE 10/14/19	SUPERSEDES 5/1/94	PAGE 1 OF 3	PREPARED BY: Candis Martinson	MAYOR'S APPROVAL 

1.0 PURPOSE

The City is simultaneously a major employer and the agency responsible for providing many crucial services in inclement weather situations. The City has a responsibility to its employees, as well as the residents, when conditions become hazardous. This policy describes how the City will handle compensation and staffing in these situations where certain City functions have been closed.

2.0 ORGANIZATIONS AFFECTED

All departments/divisions

3.0 REFERENCES

None

4.0 POLICY

- 4.1 Unless otherwise directed by the Mayor, the City is open for business to deliver municipal services during all scheduled hours of operations. Employees, unless otherwise directed or authorized, are expected to be at work as scheduled, regardless of weather conditions or other emergency situations.
- 4.2 All employees will be designated by their Director as “emergency activated” or “emergency non-activated” to ensure municipal services and operations are delivered and that employee attendance and pay are in accordance with all policies and procedures.
- 4.3 Each department Director has the responsibility to designate employees as “emergency activated” or “emergency non-activated”. This designation is subject to change at any time.
- 4.4 The Mayor, or designee, retains authority to determine when inclement weather conditions warrant suspension of “emergency non-essential” services, essentially, the closure of City facilities.

5.0 DEFINITIONS

- 5.1 “Emergency Activated”: All employees are considered emergency workers. However, depending on the type and level of event, not all employees may be activated to assist with an emergency situation or to supply services deemed essential by the Mayor. Those employees that are not identified by their department Director, or designee, as “activated” are considered “non-activated” for the purpose of this policy.
- 5.2 “Emergency Essential”: City services during inclement weather include, but may not be limited to, Police, Emergency Management (includes staff designated to support EOC

operations), Administration (communications, facilities), portions of Parks, Arts & Recreation, and Public Works. Any Director may designate certain services within their departments as “emergency essential services” in any event.

- 5.3 “Emergency Non-essential”: City services for the purpose of this policy include all other City services with the exception of those departments/services listed in paragraph 5.2.
- 5.4 “Suspension of Services”: City services may be limited, or determined to be non-essential, on a day-to-day basis and may result in reduced hours of service short of a normally scheduled day.
- 5.5 “Inclement Weather Situation”: A situation in which snow, ice, or other conditions present a significant hazard to employees and customers in getting to, and from, City facilities, as determined by the Mayor, or designee.

6.0 PROCEDURE

6.1 Pay When No Suspension of Services Has Been Declared

6.1.1 If an employee is late or does not report to work due to inclement weather conditions preventing them from reaching their regular work location as scheduled, the employee **must** use accrued paid leave. Illness leave may not be used for absences due to inclement weather. If no accrued paid leave is available to the employee, and the employee is late or does not report due to inclement weather conditions preventing them from reaching their regular work location as scheduled, time off without pay will be allowed, after all accrued paid leave is exhausted.

6.1.2 Time off under this section must be requested and approved through the approval process determined by the department director, or designee. Requests will be honored provided the circumstances reasonably justify the employee’s concern and the employee’s presence is not required for emergency essential services.

6.2 Pay During Suspension of Services

6.2.1 Emergency Activated Personnel:

- a. Personnel are expected to remain and/or report to work at all times that they are officially scheduled to work or as directed, and may be required to adjust their shifts or work longer hours than normally scheduled.
- b. Department Directors deeming it necessary to require certain employees to work during any hours of an official closing shall be responsible for establishing procedures to ensure notification to those employees that they are to report to work.
- c. Employees designated as “emergency activated” will be required to use accrued paid leave for absences on days of closure. Illness leave may not be used for absences due to inclement weather. Time off under this section must be requested and approved by the employee’s immediate supervisor or the person the employee would normally contact for time off.

6.2.2 Emergency Non-Activated Personnel

- a. When the determination is made to close a facility or to allow early release of employees by the Mayor, or designee, **on-duty**, regular, full-time and regular, part-time employees will be paid for the remainder of their scheduled shift and paid leave need not be charged. Employees with pre-approved time off that begins prior to the closure/early release will be required to use their pre-approved leave time.
- b. If the closure is announced in advance of the work day and employees do not report on that basis, regular, full-time and regular, part-time employees will remain in paid status for up to three (3) days, as determined by the Mayor, and as the inclement weather conditions persist. The Mayor may authorize an extension of the closure beyond three (3) days, depending upon circumstances. If the Mayor does not authorize a closure extension after three (3) days, and if the inclement weather conditions prevent employees from reaching their regular work location as scheduled, employees must use accrued paid leave in compliance with Section 6.1 above. Illness leave may not be used for absences due to inclement weather. However, employees with planned and pre-approved leave on these days will be required to use their planned, pre-approved leave time.
- c. Non-benefited/temporary/seasonal employees not working will not be paid during a closure.