

Policy 1-2 INCLEMENT WEATHER OR EMERGENCY WORK SCHEDULE POLICY

DISTRIBUTION: All Departments

SUBJECT: Inclement Weather or Emergency Work Schedule

PURPOSE: The purpose of the Inclement Weather or Emergency Work Schedule is to insure the public continues to receive necessary services necessary services and to provide for the safety and well-being of City employees.

When there are severe weather conditions; such as floods, snowstorms, etc., or other extraordinary conditions, the City Manager may declare the following steps to be taken:

BACKGROUND:

POLICY/PROCEDURES:

- I. The Department Head will designate employees as either emergency or non-emergency. Emergency employees are defined as those employees whose job has a direct and immediate impact on the public's safety or the loss of property. All other employees shall be designated as non-emergency.
- II. Emergency employees shall make every effort to report to work on time and stay on duty. Emergency employees who cannot report on time because of the weather shall report as soon as possible. At the employee's discretion, the time missed may, if available, be recorded as vacation leave, floating holiday, compensatory time, or if no leave is available, leave without pay. Sick leave may not be used without providing a doctor's return to work authorization.
- III. Most non-emergency employees on duty shall be given the option of leaving work or staying on the job. Most non-emergency employees off duty shall be given the option of not reporting or reporting for work. At the employee's discretion, the time missed shall be recorded, if available, as vacation leave, floating holiday, compensatory time, or leave without pay. If no paid leave is available sick leave may only be used if on return to work the employee furnishes a doctors return to work authorization.
- IV. Department heads shall insure sufficient non-emergency employees remain at work to provide proper service to the public (phones being answered, etc.)

REFERENCES: None.

RESPONSIBLE DEPARTMENT: City Manager

EFFECTIVE: This policy is in effect from the date of issuance until amended or rescinded.

Dated this 18 day of February, 2009.



Greg Buckley
City Manager