

Inclement Weather and Other Emergency Conditions

I. Purpose

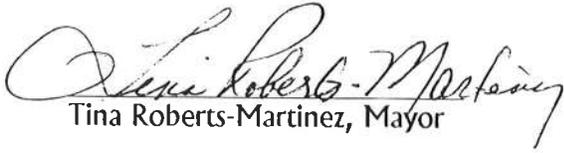
To establish guidelines for employees on reporting to work in the event of emergency or inclement weather conditions.

II. Policy

The City is in the business of providing vital public services and therefore, does not cease operations during the times of inclement weather or natural disasters. Since many City services are of primary importance during emergency conditions, all employees should make every reasonable effort to report to work during such times. Should conditions prevail, which would inhibit City employees from reporting to work, the following criteria shall apply to the administration of compensation:

- A. All employees are expected to report to work during their normally-scheduled work hours and days unless notified by their supervisor. Nonexempt employees who do not report to work or who leave early because of weather or natural disaster conditions, may charge the time missed first as vacation or floating holiday hours. If there are no remaining vacation or floating holiday hours, the time missed will be treated as leave without pay. Employees wishing to leave early due to extreme weather conditions or other emergency circumstances, may do so only with the approval of their supervisor.
- B. Employees are expected to contact their supervisors or department directors by telephone to indicate anticipated absences from work or late arrivals to work and the reason for such absence or lateness.
- C. Should conditions prevail where the Mayor advises employees not to report to work or to leave early due to inclement weather, loss of power or natural disaster, such time off will be considered paid time off and will not be charged to accrued vacation or floating holiday leave. Non-exempt employees, who are available and who report to work or who continue to work in this situation at the request of the Mayor, shall be paid at time and one-half for the actual hours worked.
- D. The provisions of this policy do not apply to employees already on scheduled time off or on sick leave status. In such cases, the leave already previously designated will remain applicable.

Approved:


Tina Roberts-Martinez, Mayor

12-11-01
Date

SNOW DAY GUIDELINES
FOR NON-EXEMPT AFSCME AND NON-REPRESENTED STAFF

- I. Employees who report to work or were enroute to report to work prior to the Mayor's designation of a late opening or a decision not to open at all will be paid at time-and-a-half for those hours worked before the designated opening time or day of closure.
- II. Employees who decide not to report for work before the Mayor's designation of late opening or closure will be required to take vacation or unpaid time for all time missed, regardless of the Mayor's designation.
- III. Employees who were already scheduled for leave before the Mayor's designation of late opening or closure will be required to use vacation or unpaid time for the time missed.
- IV. Employees who leave work before the Mayor's designation of closure will be required to take vacation or use unpaid time for the time missed, regardless of the Mayor's designation.
- V. Employees who are directed by their department head to continue working regardless of the Mayor's designation of closure will be paid at time-and-a-half for the hours worked after closure.
- VI. Employees who choose to work, but are not required to work, after the Mayor's designation of closure, will be requested to go home. If employees wish to continue working after the request, they must receive advance approval from their Department Directors. If Directors have granted approval to continue working, employees will be paid at straight time.
- VII. For Payroll purposes: employees that worked before and after a city closure, who are eligible for overtime, should code those hours to overtime, NOT including those hours in regular time.

An employee that worked from 8:00 until 3:30 would code their time card with 2 hours of type code 31 and 6 hours of regular time. An employee that worked from 8:00 until 5:00 would code their time card with 3.5 hours of type code 31 and 4.5 hours of regular time.



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- VIII. **Comp time earned is currently NOT available in these situations, due to the difficulties with the GEMS system in ensuring a full pay check.**

 - IX. **Further questions regarding time cards for snow situations should be directed to Payroll staff.**