**SECTION: SAFETY AND HEALTH**

**POLICY:** Inclement Weather **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to outline procedures and expectations for City employees during inclement weather or emergency conditions. This policy ensures that essential services are maintained while prioritizing the safety of employees and the public.

**DEFINITIONS:**

1. Inclement Weather: Adverse weather conditions (e.g., snow, ice, flooding, severe storms) that may impact safe commuting or normal operations.
2. Essential Personnel: Employees who are required to report to work regardless of weather conditions to maintain critical City functions.
3. Non-Essential Personnel: Employees whose duties are not critical during inclement weather and may be permitted to stay home if City operations close.
4. Leave Without Pay (LWOP): An unpaid absence from work.
5. Administrative Leave: Paid leave granted during emergency closures for non-essential personnel.
6. City Administration: The City Manager or Administrator, who has the authority to make closure decisions.

**APPLICABILITY:**

This policy applies to all City employees, including exempt and nonexempt personnel, essential and non-essential staff, and those working in emergency, dispatch, detention, and maintenance operations.

**POLICY:**

1. Authority and Decision-Making: The City Manager or Administrator has the sole authority to close general government operations due to inclement weather or emergency conditions.
2. Employee Responsibility: All employees, whether exempt, nonexempt, essential, or non-essential, are expected to make a sincere effort to report to work during inclement weather or other emergency situations.
3. Departmental Responsibilities: Department directors must ensure that operations remain effective during periods of inclement weather or closure. If services cannot be maintained, the director must report this to the City Manager or Administrator.
4. Essential Services Continuation: The closure of general government operations does not affect essential, emergency, dispatch, and detention services.
5. Essential Personnel: Must report to work as scheduled regardless of weather conditions. Failure to report may result in disciplinary action.
6. Non-Essential Personnel: Designation as essential or non-essential will be made by the department director, under City Administration’s guidance.
7. Administrative Leave for Non-Essential Personnel: If City Administration grants administrative leave for non-essential personnel due to closure, the following policies apply:
   1. Employees who report to work during the closure will receive no additional pay.
   2. Employees using vacation, sick leave, holiday, or other paid time off on inclement weather day will record their leave as planned.
8. Mandatory Reporting for Essential Operations: Employees in essential roles, including emergency, dispatch, and detention operations (e.g., police officers, firefighters, detention officers, dispatchers, maintenance crews from Parks, Streets, and Utilities), must work as scheduled.
   1. Failure to report may result in disciplinary action, and the time will be recorded as Leave Without Pay (LWOP).
9. Operations During Non-Closure Inclement Weather: If City Administration decides not to close municipal facilities, the following applies:
10. Employees who report to work will receive no additional pay.
11. Employees on leave (vacation, holiday, or other) will record the time as planned.
12. Employees who typically work from home are expected to work as usual during inclement weather.
13. Non-essential employees who cannot report to work may use accrued time or request LWOP.

**PROCEDURES:**

1. Closure Decision:
   1. The City Manager or Administrator will assess weather conditions and determine whether to close operations.
   2. Notifications will be communicated through official channels, including email, text, and the City’s website.
2. Designation of Personnel:
   1. Department directors will classify employees as essential or non-essential and communicate these designations to staff.
   2. Essential employees will be notified of their responsibilities to report to work during weather emergencies.
3. Attendance and Leave Recording:
   1. Supervisors must record attendance accurately, noting whether an employee worked, used leave, or was absent without pay.
   2. Administrative leave will be recorded only when authorized by City Administration.
4. Failure to Report:
   1. Essential personnel who fail to report to work as required will have their absence recorded as LWOP and may face disciplinary action.
   2. Non-essential employees unable to work must notify their supervisor and may use accrued leave or LWOP.
5. Alternative Work Arrangements:
   1. Employees who can work from home during inclement weather should coordinate with supervisors to maintain productivity.
   2. Supervisors will assess the feasibility of remote work on a case-by-case basis.
6. Emergency Preparedness:
   1. Departments must develop contingency plans for maintaining essential services during weather emergencies.
   2. Supervisors should ensure that contact information for essential personnel is up to date.