

| | | |
|---|---------------------------------------|---------------------|
| Title: Inclement Weather Policy | | |
| Category: Human Resources | | |
| Reference Number: HR 2 | Initial Effective Date: 03/01/2020 | Last Revision Date: |

1) SCOPE

The purpose of this directive is: (1) to clarify the responsibilities and expectations of employees in the event that there is an inclement weather event, (2) to assign responsibility for determining and communicating closures of City workplaces, and (3) to clearly define how employees will be compensated during a City workplace closure due to inclement weather.

2) DEFINITIONS

“Essential” Employee is a City of Andrews employee who performs a service or activity that is or will be, at any time, necessary to ensure the safety and security of the public or the continued operation of City services.

Inclement Weather is severe or harsh environmental conditions that can include: snowstorms, ice storms, tornados, flooding or any unforeseen act of nature.

Standard Business Hours within City work locations are 8:00 a.m. to 5:00 p.m. Monday through Friday.

3) GENERAL GUIDELINES TO FOLLOW DURING INCLEMENT WEATHER

- All employees shall make every reasonable effort, consistent with personal safety, to report to work unless instructed otherwise.
- All employees will make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time and using alternate routes or alternate methods of transportation.
- In the event that an employee is unable to arrive at their workplace at their normal starting time as a result of inclement weather conditions, the employee must make every reasonable effort to call their supervisor within a half hour of their start time to advise that he/she is unable to report to work or will likely be late due to weather conditions.

- In the event that there is inclement weather, employees are advised to monitor local news, the City of Andrews' Facebook page, and communications from the City's Hyper-reach system for updated information.
- In the event that an employee is unable to report to their workplace as a result of inclement weather, but where City workplaces remain open, leave time may be flexed or charged to vacation or comp time. Non-exempt employees who are unable to flex their time and who have no accrued vacation or compensatory time available will not be paid for the time missed.
- Where a decision is made to close the City before the start of standard business hours due to inclement weather, employees are not required to attend work that day unless they have been pre-determined by their department as an "essential employee."

4) CITY WORKPLACE CLOSURE DUE TO INCLEMENT WEATHER

A. Determining closures of City workplaces due to inclement weather

- i. The decision to close City-wide workplaces due to inclement weather will be made by the City Manager or his/her designee.
- ii. In the event of inclement weather, the City Manager may make a decision to close all non-essential City workplaces or to operate at a reduced level.
- iii. The City Manager's decision will be based on a variety of information sources, including, but not limited to:
 1. Weather reports from the National Weather Service;
 2. Accessibility of local roadways and municipal parking lots;
 3. Reports of road and highway conditions in Andrews and Andrews County; and/or
 4. Closing of local schools, County offices or other businesses and services.

B. Communicating closures of City workplaces due to inclement weather

Every effort will be taken to make a decision regarding closures due to inclement weather and to communicate that decision before the start of the City's standard business hours. The City Manager or his/her designee is responsible for communicating the closures as soon as practical. Below is a general guideline for communications that should be considered:

- i. Notify all Directors and the City Council via phone call or text message.
- ii. Send message via City's Hyper-reach communication tool to all residents and employees.

- iii. Request local television and radio stations broadcast closure information.
- iv. Post closure information on City's Facebook page.

C. "Essential Employees"

- i. Each department is responsible for specifying which positions are essential in the event of a closure due to inclement weather.
- ii. Employees must be made aware of their status as essential in advance of an inclement weather event.
- iii. Where an employee who has been deemed essential fails to show up for work as expected during an inclement weather event, the employee will not be paid for the day and may be subject to disciplinary action.

D. Compensation

- i. All full-time non-exempt employees will be compensated for hours City workplaces were designated closed during standard business hours.
- ii. "Essential Employees" required to work during the hours the City workplaces were closed during standard business hours have the option to "comp" their hours instead of being paid according to 3.D.i.
- iii. An exception to 3.D.i. would be employees who had a leave pre-approved, and as such were not scheduled to report to their workplace on a day where a closure occurred. These employees will not have their leave day reinstated or be compensated as a result of the closure. This includes, but is not limited to, leaves such as vacation, comp time used, unpaid leaves of absence, or personal time.
- iv. Where an employee has requested the use of a leave day as specified in 3.D.iii. due to inclement weather, and a decision is made to close or suspend the services of the City on the same day that the request was made due to the same inclement weather event, the employee's initial request will be cancelled.
- iv. Employees who come to work during a closure will not be compensated beyond their normal rate.