

INCLEMENT WEATHER

1.0 Policy:

1.1 In the case of inclement weather, heavy snow storms, or other unusual circumstances or conditions affecting all or a majority of the City departments, employees are to report to their assigned work sites at the regularly scheduled time and remain open for the full scheduled work shift unless notified by the City Manager.

2.0 Departments Affected:

2.1 All Departments.

3.0 Definitions:

3.1 None.

4.0 Procedure/Rule:

4.1 If for any reason it is impossible for the Department Head or any member of his/her staff to open an office or department at the regularly scheduled time, the City Manager's office must be notified as soon as possible.

4.2 Employees must assume that all City offices and departments will be open at the regularly-scheduled time regardless of conditions or circumstances.

4.3 If an employee is late or cannot arrive due to inclement weather then he/she will be required to take accrued vacation leave or compensatory time to cover the hours of absence.

4.4 Employees without leave will not be paid for hours missed.

4.5 Employees who cannot make it to work due to inclement weather should notify their supervisor within the appropriate time frame or be subject to disciplinary action under the City's Personnel Ordinance.

5.0 Appendix/Appendices:

5.1 None.