



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Inclement Weather
INITIAL EFFECTIVE DATE	June 19, 2017
LAST REVISION DATE	Replaces <i>Administrative Order No. 4 issued on February 19, 2010</i>
POLICY NUMBER	18.01

OBJECTIVE The purpose of this policy is to provide employees, supervisors and department directors with instruction when inclement weather affects the City of Watauga and its operations. Its purpose is also to ensure the safety of employees and citizens, maintain continuity of essential services and reduce economic losses.

SCOPE This policy applies to all employees.

POLICY

A. Status of City Operations

The City of Watauga will make every effort to maintain normal work hours even during inclement weather. The closing of City Buildings and cancellation of City Programs will be made at the discretion of the City Manager or designee. Closing announcements will be posted to the City of Watauga’s web page. All efforts will be made to update social media outlets. The news media will also be contacted.

B. Anticipatory Measures

1. All Department Directors and Supervisors must ensure that employee contact lists are updated. Employees should communicate with their supervisors if there are concerns about work schedules during inclement weather.
2. Employees should stay informed about weather conditions. (i.e. Television, Radio, Newspaper, Internet, Social Media)
3. City facilities will be made as safe as possible for citizens and employees. (i.e. clearing and laying sand on walkways, posting wet floor signs)
4. Employees must use extra precaution when walking, driving, and working in inclement weather.

C. Essential Personnel

1. Essential personnel (i.e. Police, Fire/EMS and Public Works) are required to report to work on inclement weather days. Employees who are unable to report to work must call their supervisor and report their absence as early as possible.

2. Each department will coordinate schedules and create on-call lists according to their immediate needs.
3. Essential personnel shall remain on duty until properly relieved by the next shift. Normal staffing requirements may be exceeded as determined by the Department Director.

D. Declaration of City Closure

In the event that the City Manager or designee declares an inclement weather day:

1. City offices will be closed.
2. All full-time employees will be paid if normally scheduled to work. Part-time employees will only be paid if normally scheduled to work that day and only for those hours, which the employee would normally work.
3. Time absent from work shall not be counted as hours worked when computing weekly overtime.
4. At the City's option, essential personnel (i.e. Police, Fire/EMS and Public Works) who are required to work will receive straight pay for the inclement weather day. They will be paid for the hours worked plus:
 - a. (8) hours of pay for employees scheduled to work (8) hours; or
 - b. (10) hours of pay for employees scheduled to work (10) hours; or
 - c. (12) hours of pay for employees scheduled to work (12) and (24) hours
5. On days when weather conditions worsen as the day progresses, the City Manager or designee may decide to close early. In such cases, a decision and an announcement will be made. Employees will be expected to remain at work until the appointed closing time unless they are scheduled to leave earlier. Essential personnel will adhere to the schedules directed by their Department Director.
6. Employees with scheduled leave (i.e. vacation, medical) will use their time as originally scheduled.
7. In the event that the City Manager does not declare an inclement weather day, employees unable to arrive for work will be charged one (1) day of leave. Employees who arrive to work late or leave earlier than the scheduled time will use their leave. If no leave is available, the employee will not be paid for the day. Employees who are unable to report to work must call their supervisor and report their absence as early as possible.