



**Policy:** Severe Weather Conditions

**Adopted:** M2007-0143

**Effective:**

## Severe Weather Conditions

### **Purpose**

The purpose of the Severe Weather Conditions policy is to allow employees to determine the need to travel to or from work during severe weather, based on their safety concerns.

### **Policy**

City Hall offices and most other City facilities will remain open during regularly scheduled hours regardless of weather conditions. City Hall offices and most other City facilities can only be closed at the directive of the City Administrator or his/her designee.

Employees may use their discretion in determining their safety needs during severe weather and act accordingly.

### **Conditions**

Severe weather may cause one or more of the following:

- Prevent employee from reporting for regularly scheduled work assignment and or shift.
- Employee leaves work prior to regularly scheduled time.
- Administrator closes one or more of city owned facilities

### **Reporting**

Employees who are not able to report to work due to weather conditions are required to notify their supervisor immediately and to report to work when safety permits.

Employees must notify their supervisor prior to leaving work before the normal end of a work shift during severe weather.

Police, fire and those employees necessary for safety purposes may be provided transportation to and from their homes and worksites by the City during severe weather.

### **Non-Exempt Employees (those eligible for overtime)**

Non-exempt employee will be paid for those hours actually worked. Hours not worked may be compensated with one of the following:

- comp time, or
- vacation leave, or
- with prior approval of the supervisor, may work additional hours within the same workweek to make up for lost time, provided work is available.

### **Exempt Employees (not eligible for overtime)**

Exempt employees who do not report for work will have time-off charged to vacation leave. Exempt employees who do report for work for at least part of the day will not be required to use vacation leave for any part of the day.