

Inclement Weather/Administrative Closure Policy

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If there are circumstances beyond the City's control, such as inclement weather, a national crisis, or other emergencies that make City work locations inaccessible, the City Manager (or designee) will decide whether to and to what extent the City will close.

Non-Essential Employees: When the City Manager (or designee) closes the City for full or partial day(s), non-essential unrepresented employees will be paid for their regularly scheduled hours from the time the City declares that operations will be curtailed, until the end of their regularly assigned shift. Employees on previously scheduled leave time will have their leave designated as originally scheduled.

Employees previously authorized to work remotely are expected to work their designated shift from home, even if the City is closed for a full or partial day(s). If an employee previously authorized to work remotely is unable to work from home they shall use vacation time, compensatory time, or leave without pay for lost time. An employee may request to be allowed to make up the work hours missed during the same pay period. Approval shall be at the sole discretion of the supervisor.

Essential Employees:

If the City Manager (or designee) closes the City, unrepresented essential employees who are required to work at City facilities will still be required to work and will be paid their regular rate. Employees should consult with their supervisor to determine if they are required to work during an administrative closure. If an essential employee is unable to report to and/or remain at work, the employee will be required to use vacation or compensatory time. Sick leave may not be used under these circumstances.

City Remains Open During Inclement Weather

If the City remains open during inclement weather and a non-essential employee cannot safely report to work, they should contact their supervisor. An employee who is not able to serve the city from home and who is unable to report to work due to inclement weather conditions shall use vacation time, compensatory time, or leave without pay for lost time. An employee may request to be allowed to make up the work hours missed due to inclement weather conditions during the same pay period. Approval shall be at the sole discretion of the supervisor.