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**Subject:** Inclement Weather Policy  
**Policy No.:** 500-0005  
**Effective Date:** March 11, 2019

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**PURPOSE:**

To establish uniform standards which govern attendance when adverse weather conditions exist.

**I. POLICY**

It is the policy of the City that all offices will remain open and all operations continue functioning unless the City experiences serious inclement weather that renders travel hazardous and unduly exposes employees to the risk of injury.

Essential personnel, that being those employees designated by management as required to provide emergency services, must be on the job irrespective of weather conditions. Essential personnel should make arrangements with their Department Head for alternative transportation if they have reason to believe they will be unable to travel to work in their personal vehicle.

If during a normal work day, weather conditions deteriorate to the point it is deemed hazardous, the City Manager may call for skeleton crews for the remainder of that day. Each Department Head may use his own judgment as to which employees should remain as the skeleton crew. Pay will continue until normal closing time for personnel excused.\*

In the event the City Manager does not call for skeleton crews, a Department Head may approve a request by an employee who is not required to perform emergency services, to be excused for weather-related reasons. Time off will be charged to vacation or compensatory time.

It is recognized that snow or ice accumulation on occasion renders certain state, county and/or city streets very hazardous or impassable. In the event an employee who is not required for essential services is unable to report to work due to weather conditions, time off will be charged to vacation, compensatory time or the employee's personal holiday.

\*In the event the City Manager calls for a delayed opening or closes Administrative Offices early due to inclement weather and/or hazardous road conditions, it is understood that non-essential personnel may only be paid for the hours needed to obtain their normal work week. No overtime will be calculated based on those hours that were not physically worked.

- All full-time employees will be paid such weather-related time off as Admin Leave. An employee that has already requested PTO for a day when the City closes due to weather is not eligible for Admin Leave.
- Permanent 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.
- Interns, Seasonal and part-time temporary employees do not receive Admin Leave pay for weather-related closings.