

Emergency Closure Policy

§-I. PURPOSE To provide procedures for the operation of the city in the event of emergency closure.

§-II. SCOPE All Employees

§-III. POLICY In situations where conditions will affect the normal operations of the city, the City Manager will consult with elected officials regarding the suspension of normal operations including the delay or closure of City facilities and subsequent opening of specific facilities.

§-IV. PROCEDURES

A. Procedures for Declared Closures/Delays

1. A joint announcement of any closings will be made through the office of the City Manager via local television and radio stations, and the City website.
2. All city employees are expected to report for their assigned duty at their assigned hour at their assigned place of assembly unless a delay or closing of City facilities is announced.
3. Emergency and other essential employees designated by the City Manager or their department heads who are required to work, (including telework) will be compensated for the time worked during the closure or delay at their regular rate.
4. If an emergency closure occurs outside of normal business hours, on a holiday or a weekend when the city administrative offices are normally closed, the City Manager, in consultation with the elected officials, will make a determination as to whether or not to consider the event severe enough to implement this policy. If the determination is made to consider normal operations suspended, then this policy would be in effect.
5. Should there be a decision to close or delay opening of some or all facilities, the closing will begin at the time the determination has been made and will conclude when the decision has been made to resume for normal operations. All time between closing and opening will be considered emergency closure time.

B. COMPENSATION.

Compensation for all employees normally scheduled to work during a closure/delayed opening period will be handled as follows for employees in pay status.

1. Employees who cannot work due to a closure or delay will receive pay for the number of hours they were scheduled to work during the specified event, but not to exceed the number of hours in the employee's scheduled shift.
2. Those full-time employees who are required to work during the closure or delay of the specified event will receive the same time in the form of annual leave accrual to take at a later date for the amount of time worked in addition to pay provisions of Section IV.A.3. Annual leave will accrue in the same amount of time worked.

- i.** Employees who cannot report to work are required to notify their supervisor. Annual leave, if available, will be posted to the employee's time record for the hours scheduled to work.
 - ii.** Employees failing to call in will be considered on an unauthorized absence. Use of annual leave during an unauthorized absence will be at the discretion of the City Manager and department head.
 - iii** Sick leave cannot be used if an employee calls in unless a doctor's note is provided depending on the circumstances at the discretion of the City Manager.
- 3.** Any compensation granted for employees who cannot work during a closure or delay is not included in overtime calculations for that pay cycle. Only hours worked during the paycycle are included for overtime calculation.
- 4.** An employee is not eligible for emergency closure pay if the employee is out on approved leave of any type i.e. annual leave, FMLA, etc.