City of Winder Personnel Policy Manual
Title: Inclement/Adverse Weather
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Policy: 085

Mayor

City Administrator

85.10 Purpose

To establish the operational procedures for all City employees during period of inclement/adverse weather. City departments should attempt to remain open, even in adverse weather, and it is the responsibility of employees to make a good faith effort to come to work during these times. It is recognized that some operations if, open during adverse weather, could pose unnecessary risk and may at times be declared closed for public safety. Employees should monitor the City's designated social media sites and the City's website for announcements, or contact their supervisor about any questions in reference to reporting to work during adverse weather.

85.11 Definitions

A. **Inclement/Adverse Weather** – Weather conditions that can make travel in and around the City limits of Winder hazardous for the employee, or weather that may endanger the public.

B. **Critical Need Employees** – An employee whose job functions require that he/she be at work during normally scheduled work hours (regardless of environmental factors) to provide essential service to the public, or provide direct leadership or support. These are departments that typically operate on a 24-hour a day rotating schedule, or play a critical role in maintaining the safety and services to City.

C. **Secondary Employees** – Made up of both non-exempt and exempt personnel who are not classified as a critical need employee, and are typically considered working in an administrative or in non-public safety function.

85.12 Critical Need Departments and Functions

A. The City Administrator and/or the Mayor can change a department or position from "Critical Need to Secondary" or vice versa. The City Administrator and/or the Mayor can do this at any time as long as a minimum of four (4) hours of notice is given to the department head, department designee, or employee.

B. Police Department – All sworn/public safety personnel are designated as Critical Need employees. Sworn administrative personnel may be assigned to patrol functions, or other duties to assist with maintaining traffic control or public safety. Civilian personnel may be designated by the Chief of

Police as either critical need or secondary, based on support needed for the police department to remain functional.

C. Fire Department - All public safety personnel are designated as Critical Need employees. Civilian personnel may be designated by the Fire Chief as either critical need or secondary based on support needed for the fire department to remain functional.

D. Utilities Department – A minimum of one utility emergency response team of four (4) employees and one (1) supervisor will be designated as a response team. The Utility Director may designate additional personnel as part of the response team based on the type of adverse weather forecasted. The response team shall be paid in accordance with the secondary employees pay schedule.

E. Technology Services Department – All personnel are designated as critical need to ensure that communication equipment and other technology equipment remains functional. The Technology Services Director may determine if services could be maintained via remote or on-site monitoring.

85.13 General Procedures

A. The City Administrator or designee shall declare that the Inclement Weather Plan is in effect by announcing that operations established as secondary operations will not be opening, will be opening later than 8:00 a.m., or will be closing earlier than 5:00 p.m. This information will be relayed through the department heads, posted to the City's website, emergency management alerts, social media, and/or reported to local media when possible. Only the Mayor and/or Council has the authority to close the City for a period beyond two consecutive business days.

B. In the event that adverse weather is not predicted to impact Winder by the prior night but changes course or becomes adverse overnight, the Fire Chief is authorized to determine if the City should be on a delay and will open at 10:00 a.m. The Fire Chief or designee shall notify the City Administrator and all department heads once the decision to delay has been determined.

C. In the event that schools are closed and the City is open or on a delay, an employee with the primary responsibility of caring for children under the age of 16 may request vacation leave or leave without pay to care for their children. All requests shall be made to the employee's direct supervisor or department head prior to the beginning of the shift/work day when the adverse weather is forecasted in advance. Employees deemed in a critical need position, at the discretion of the department head may be assigned a different shift to accommodate requests to care for children.

D. Each department head is responsible for notifying all employees within their department as to which category their services fall in (i.e. critical need or

secondary personnel) if not noted on their job description or clearly identified by this policy.

E. All Critical Need employees are expected to be at work as scheduled. Failure to do so when requested may result in disciplinary action. Basic overnight accommodations may be available for public safety employees who are unable to commute, or are required for emergency response.

85.14 Severe Weather Procedures While at Work

Extra precautions may be needed during a severe weather event to assure the safety of employees while at work. Employees are required to:

A. Once adverse weather is declared to be in the area, no employee shall leave work without notifying their immediate supervisor.

B. On days when weather conditions worsen as the day progresses, the City Administrator or designee may decide to close non-essential operations early. In such cases, a decision and an announcement will be made notifying the employees through the normal chain of command. Employees will be expected to remain at work until the determined closing time, unless they receive approval from their department head to do otherwise.

C. The department head or department designee shall be responsible to ensure that all employees are accounted for and have left the City property safely when an evacuation occurs during the course of a work day. Once the building/property is secure, the department head or designee shall notify the Fire Chief that the building is secure and evacuated.

D. When inclement weather conditions poses a threat to building, employees should go to the innermost portions of their floors or designated area and avoid windows and other potential hazards until the weather passes.

E. When inclement weather is known to be in the area, employees shall avoid the use of the elevators. Power failure could trap elevator occupants.

F. Employees shall limit their driving of City vehicles during any adverse weather event, unless responding to an emergency situation.

G. Employees should use caution and not park any City vehicle under or near trees or utility poles when inclement weather is reported to be in the area. All tools should be removed from the back of City pick-ups or outside areas when possible.

85.15 **Compensation**

A. A maximum of eight (8) hours of pay per day will be provided to employees excused from work when advised, in accordance with this policy of an administrative closure/work delay due to Inclement/Adverse Weather. Paid closures only apply to secondary full-time employees scheduled to work on the day of closure or as determine by the City Administrator.

B. Non-exempt secondary employees requested to work when their position is determined to be non-essential for City operations, shall receive regular pay plus up to eight hours of inclement weather pay per day.

C. The hours received due to being placed on inclement weather pay will not count towards overtime.

D. Employees while out, due to inclement weather are considered to be on standby and shall be required to return to work if weather conditions improve or the employee is needed to fill an essential role in City operations.

E. During periods when certain locations or the City as a whole are closed, employees may be expected to work from a different location or at home when feasible.

F. Inclement weather pay will not apply to employees on extended leave, normally scheduled days off, training unaffected by the weather, or scheduled vacation days.

G. Failure to make it to work due to weather conditions affecting travel, does not automatically warrant inclement weather pay.

H. Employees who cannot return to work at the end of the closure period shall make necessary arrangements with their supervisor.