



Title: *Inclement Weather Policy*

I. Introduction

The City of Hendersonville is required to provide essential services for its citizens regardless of weather conditions. The City is committed to the safety and security of its employees, residents and visitors.

As such, the decision whether the City should close or remain open is based on the overall concern for the community. The Inclement Weather Policy is established to be as fair as possible to all employees.

II. Scope

This administrative policy, upon approval of the City Council, shall be applicable to all employees. This procedure shall remain in effect until such time that it is altered, modified, or rescinded by the City Council.

III. Types of Personnel

Essential Personnel

The term "essential personnel" is used in this policy to describe those employees whose job responsibilities are provided 24 hours a day – seven days a week and/or are essential to the everyday livelihood of the City and its citizens. Employees essential to the successful and efficient management of a weather emergency situation shall be designated by the City Manager or their Department Head and are expected to return to work as scheduled.

An essential employee, unable to report to work for their scheduled shift due to legitimate environmental conditions, should contact their immediate supervisor to see if alternative transportation can be arranged. Employees who report in on their day off to cover the absent employee's shift will be paid in accordance with the FLSA guidelines. Failure to be available or to report to work when called may be grounds for disciplinary action.

Non-Essential Personnel

The term "non-essential employee" is used in this policy to describe those employees whose job responsibilities are primarily administrative in nature and can be delayed without any negative impact to the employees, citizens, or the community.

IV. Procedure

It is the policy of the City of Hendersonville to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, the City reserves the right to close our facilities.

1. Each employee is expected to make necessary advance preparations so they can get to work in periods of adverse weather.
2. The City recognizes weather conditions may prevent some employees from reporting to work on time or not at all. The decision to report to work or not is an employee's option based on their assessment of road conditions. If an employee does not report to work, reports to work late, or leaves early due to weather conditions they must notify their immediate supervisor.
3. The employee may use vacation, compensatory time, or leave without pay as coordinated with their supervisor during adverse weather.
4. Employees are strongly encouraged to have a plan in place for child care in the event that schools are closed due to inclement weather. Department Heads may exercise discretion in allowing employees to stay home for purposes of caring for school age children, as long as full operational capabilities are maintained.

City offices and departments shall remain open for the full scheduled working day unless authorization for closing or other deviation is approved by the City Manager. In these situations, the City may be closed or may open late for employees, customers, and the general public in the interest of safety.

The City of Hendersonville will notify local media of this change and update our general information line at 828.697.3000. Department Heads will be contacted and are responsible for contacting their employees.

V. Closures and Payroll Procedures

The City Manager will make the decision on whether to close City facilities. In the event of a closure due to weather conditions, the City will apply the following standard:

- Non-essential employees will be paid for the closure. Essential employees will receive pay for the hours worked plus compensatory time for the closure. For example, if the City closes its operations for a half a day, non-essential employees will receive a half day pay (four hours) for the closure. Essential employees would receive four hours for the closure which would be added to the employee's "comp time" as regular time. These hours would be considered non-compensable hours under FLSA for overtime calculations.
- If the employee elects not to report to work when facilities are open the employee may: 1) use any accrued vacation, leave, or compensatory time or 2) the employee will not be paid for the day.
- All employees will be given the same amount of time for the closure. For instance, if an employee is scheduled to work a second or third shift they will receive the same amount of "comp time" as if they worked during a closure. The "comp" time is for all employees who are scheduled to work after the closure has been implemented and will expire at midnight on the day

of the closure. For example, the City closes at noon, all employees who were working at noon and during the remaining shifts of that workday would receive “comp time.” This would include a police shift starting that day and second or third shifts. The employee shall only receive one award of time for working during the closure should shift schedules not coincide with this policy.

- Employees preapproved for a scheduled off day are not eligible for pay during the closure.

VI. Non-Compensable Stand-By Pay

Employees may volunteer or be asked to have their name placed on a “call-in” list as relief personnel. Employees in this status are not eligible for “on-call” pay outlined in Article III Section 13 of the City’s Personnel Policy. These employees are not required to be available and no disciplinary action will be taken for failure to respond. However, should these employees report to work during their day off or work hours in addition to their regular schedule, they will be paid in accordance with FLSA guidelines.

VII. Payment Guidelines

The general policy of the City of Hendersonville is to award time to essential workers who worked during a closure as “comp time” for the hours the City offices were closed due to adverse weather conditions. However, this may not be feasible for the department. Department heads may request a deviation from the policy to City Manager for final approval. The City Manager may approve any deviations from policy on a case-by-case basis for the department.

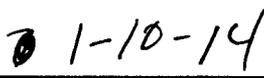
Below are general guidelines when the City Manager will consider any deviation and pay employees vs. awarding “comp” time.

- Number of consecutive closings in a 30 day period
- The amount of “comp time” a department currently has on the books
- The impact of scheduling multiple employees off and impact to operations
- The financial impact to department of paying time off

Approved by City Council on January 9, 2014 in accordance with City’s Personnel Policy.



John Connet, City Manager



Date

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