

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES	
Inclement Weather Conditions and Emergency Closings	A-14	Nov. 2016	New	Page 1 of 5
Prepared By: Human Resources			Approved By: Harry Tyson, Deputy City Manager	

1.0 Purpose

The City of Wilson recognizes there may be instances of inclement weather or emergency conditions that may prevent or modify its ability to provide full services to the community. This policy sets forth guidelines for determination of modification in operating hours and services, designation of emergency employees, and how employees shall account for their time when released from their regular work schedule due to inclement weather conditions.

2.0 Scope

All employees are covered under this policy.

3.0 Definitions

- 3.1 **Inclement Weather** – adverse weather or other conditions that may prohibit some employees from reporting to work but do not necessitate the closing of facilities or limitation of operations
- 3.2 **Emergency Closing Condition** – conditions that may be hazardous to life or safety and necessitate the closing of a City facility or limitation of operations, such as: catastrophic life-threatening weather (i.e., snow, ice, hurricane, tornado); earthquake, flood, or other natural disaster; fire, equipment failure, disruption of power and/or water, contamination by hazardous agents, terrorist acts, or forced evacuations from the work site.
- 3.3 **Emergency Employees** – those employees who are required to work during emergency conditions and have been designated by their department head as essential to department operations during emergencies.

4.0 Policy

City of Wilson Administrative offices and facilities are OPEN to provide regular services to the public during periods of inclement weather or other conditions of a non-emergency nature. The City Manager or his/her designee shall determine if emergency conditions exist that warrant the modification of operational hours, such as a late opening, closing for the day, or early closing.

- 4.1 Communication of Operational Hours – Employees may check the following sources to learn if the City is open for regular services, has modified operational hours, or will be closed for the day:
- Channel 8
 - Posted to the City's website: www.wilsonnc.org
 - Social media: Facebook and Twitter
- 4.2 Mandatory Operations and Emergency Employee Designation
- 4.2.1 Some departments and operations must continue to provide services during periods of inclement weather and emergency conditions, which include, but is not limited to, Utility Departments, Police Department, Fire Department, Essential Central Services and Maintenance staff. Other internal service department staff may be needed as designated by the department head.

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- 4.2.2 The department head shall pre-determine as much as possible services required and designate emergency employees for provision of mandatory operations.
- 4.2.3 An emergency employee's late reporting or failure to report will result in review by the department head and may result in adjustment in accrued leave hours, leave without pay, or disciplinary action as circumstances warranted.
- 4.3 Administrative Leave and Accounting for Time for Non-Essential Personnel (See Attachment A)
 - 4.3.1 The City of Wilson complies with federal wage and hour laws and pays overtime in accordance with the Fair Labor Standards Act for actual hours worked over forty (40) in a workweek.
 - 4.3.2 The City Manager may authorize paid Administrative Leave when a City facility is closed or operates on a limited schedule due to emergency conditions.
 - 4.3.3 During periods of inclement weather or emergency conditions resulting in the modification of operational hours or closing of City facilities, eligible exempt and non-exempt employees will be paid Administrative Leave or may be required to use their available vacation or compensatory time or be in a leave without pay status, as applicable.
 - 4.3.4 Temporary employees are not eligible for paid Administrative Leave.
 - 4.3.5 Employees already scheduled off work due to vacation or sick leave are not eligible for paid Administrative Leave.

5.0 Procedures

- 5.1 Employee Responsibilities
 - 5.1.1 Employees are expected to make a good faith effort to report for work at their regular start time during period of inclement weather or other conditions of a non-emergency nature and City offices and facilities are OPEN.
 - 5.1.2 Employees who feel they are not able to safety report for work when City offices and facilities are OPEN must call their supervisors in advance or within thirty (30) minutes of their regular start time to inform their supervisor they will be absent and must use available vacation or compensatory leave hours, or leave without pay.
 - 5.1.3 Employees who leave early when City offices and facilities are OPEN must inform their supervisor prior to leaving and must use available vacation or compensatory leave hours, or be charged with leave without pay, in that order.
 - 5.1.4 Employees who do not work a full day when City offices and facilities are OPEN may, with approval from their department head, work alternate hours in the same work week to make up the time in lieu of using available vacation or compensatory leave hours.
 - 5.1.5 Employees must record all actual time worked in accordance with regular timekeeping policies, as well as vacation, compensatory time and leave without pay hours.
 - 5.1.6 Administrative Leave authorized by the City Manager is to be recorded in the payroll system.
- 5.2 Department Head Responsibilities

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- 5.2.1 Department Heads shall designate emergency employees who are required to work during emergency conditions and are considered to be essential to department operations during emergencies.
- 5.2.2 Department Heads shall consider the safety and welfare of their employees of utmost importance during periods of inclement weather and emergency conditions and ensure adequate supplies and equipment are available and in good operating condition in order to provide necessary services.
- 5.2.3 Department Heads or their designee shall review and approve time sheets and ensure they are completed accurately in accordance with federal wage and hour laws and policy for administrative leave.

6.0 Administrative Guidelines

- 6.1 In order for an employee to be considered for the Administrative Leave:
 - 6.1.1 The employee must be a regular employee.
 - 6.1.2 The day in which the operational hours are altered or City offices and facilities are closed must be a day on which the employee would normally work.
 - 6.1.3 The hours during which the City offices are altered or closed must fall within the employee's normally scheduled work day.
- 6.2 Work Schedules and Administrative Leave
 - 6.2.1 Administrative leave is recorded for non-exempt employees
 - 6.2.2 If an employee has already exceeded the hours of his/her standard work week, the employee does not receive Administrative Leave for the hours the City offices are closed.
 - 6.2.3 If actual hours worked on the day in which operational hours are altered are greater than the employee's scheduled work day, the employee does not receive Administrative Leave.
 - 6.2.4 Employees who are required to use leave to make up for his/her standard work week must use comp time, vacation leave, or leave without pay – in that order. This make-up time must be within the same work week.
 - 6.2.5 Administrative Leave paid cannot exceed the time difference between the employee's normal start of the work day and the time of a late opening.
 - 6.2.6 Administrative Leave paid cannot exceed the time difference between an early closing and the end of the employee's work day.

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Pay and Timekeeping for Inclement Weather and Emergency Closings	Employee Action	Non-Exempt	Exempt
Late Opening	Does not report	Must use Comp Time, Vacation Leave, or absence is Leave Without Pay	Must use Vacation Leave to equal standard work day
	Reports to work earlier than announced opening time and remains at work for the remainder of the work day	Receives pay for normal work day	Receives full day pay
	Reports to work earlier than announced opening time and leaves work prior to normal work day departure time	Receives pay for actual hours worked + Comp Time, Vacation, or Leave Without Pay for hours between the time employee left work and the end of the normal work day	Receives full day pay
	Reports to work at late opening time and remains at work for remainder of the work day	Receives pay for actual hours worked + Admin Leave for difference between actual hours worked and normal work day	Receives full day pay
	Reports to work at late opening time and leaves work prior to normal work day departure time	Receives pay for actual hours worked + Comp Time, Vacation, or Leave Without Pay for hours between time employee left work and end of normal work day + Admin Leave to make up to normal work day. If actual hours worked + Comp Time/ Vacation/Leave without Pay hours are equal to or greater than standard workday hours, employee does not receive Admin Leave	Receives full day pay
	Reports later than announced opening	Receives pay for actual hours worked + Admin Leave for hours between his/her normal work day and the delayed opening + Vacation Leave, Comp Time or Leave Without Pay for remaining hours	Receives full day pay
	Previously scheduled for vacation or sick leave	Still recorded as Vacation or Sick Leave	Still recorded as Vacation or Sick Leave

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Attachment A (cont.)

Pay and Timekeeping for Inclement Weather and Emergency Closings	Employee Action	Non-Exempt	Exempt
Early Closing	Does not report	Must use Vacation Leave, Comp Time or absence is leave without pay (in that order)	Must use Vacation Leave to equal standard work day
	Leaves work prior to announced early closing time	Receives pay for actual hours worked + Vacation, Comp Time, or Leave Without Pay for hours between the time employee left work and the end of the normal work day	Receives full day pay
	Reports to work at normal time and leaves at announced early closing time	Receives pay for actual hours worked + Admin Leave for difference between actual hours worked and normal work day	Receives full day pay
	Previously scheduled for vacation or sick leave	Still recorded as Vacation or Sick Leave	Still recorded as Vacation or Sick Leave
City Offices Closed		Awarded Admin Leave for the day	Awarded Admin Leave for the day