

City of Amarillo Personnel Policies and Procedures

Policy Title: Severe/Inclement Weather

Policy Number: 701.4

Effective Date: December 13, 2017

Approved by: Jared Miller, City Manager
Mitchell Normand, Director of Human Resources

I. Purpose

The purpose of this policy is to provide clear instructions and define the requirements for attendance and compensation during periods of severe/inclement weather for all Civilian City of Amarillo employees. This policy excludes all sworn Public Safety Employees covered under Chapter 143.

II. Definitions

- A. Severe/Inclement Weather: weather conditions characterized by harsh and/or severe weather elements.
- B. Weather Essential Personnel: City personnel identified by their Department Director, or designee, imperative to the continuity of essential City services during severe/inclement weather events.
- C. Non-weather Essential Personnel: City personnel identified by their Department Director, or designee, not required for executing duties essential to City operations during severe/inclement weather events.
- D. City Closure: The closure of all City offices and activities not deemed essential to the health and welfare of the community during severe/inclement weather events.

III. Procedures

- A. The City of Amarillo makes every effort to maintain normal work hours. All City offices and activities will remain open and in operation during established working hours unless the City Manager or designee declares the offices officially closed due to severe/inclement weather. Announcement of City offices closing will be made through the media and will be posted on the City of Amarillo website.
- B. In the event City offices are closed due to severe/inclement weather, Weather Essential Personnel are expected to report to work or remain at work as directed by their supervisor.

- C. Weather Essential Personnel are required to be at their work stations at the beginning of their work shifts during severe/inclement weather; or as called in or designated by their supervisor due to severe/inclement weather. Such persons must make arrangements, as necessary within the bounds of their own safety, to arrive at their work station. Failure to report to work may result in disciplinary action up to and including termination.
- D. When City offices are closed or when there is an early dismissal and/or delayed opening due to severe/inclement weather the following apply:
 - i. Full-time non-weather essential personnel will be paid straight time for their regularly scheduled work hours at their regular rate of pay while City services/operations are officially closed due to severe/inclement weather.
 - ii. Non-exempt Weather Essential Personnel will report to work as provided by their departmental rules and designated by their Department Director, or designee, during times of severe/inclement weather. These employees will earn their regular rate of pay for hours worked during severe/inclement weather and earn compensatory time equivalent to the number of hours worked during a city closure due to severe/inclement weather.
 - iii. Overtime exempt employees shall be compensated at their regular rate of pay for their regularly scheduled work hours during official closures due to severe/inclement weather. Overtime exempt employees are not subject to additional compensation during city closures.
 - iv. Part-time employees will only be paid for actual hours worked.
- E. All employees are required to return to work upon the reopening of City offices.
 - i. If an employee is unable to return to work, the employee must notify their supervisor immediately for approval. The leave time will be charged to an eligible accrual. If an employee does not have accrued leave, the time off will be without pay.
 - ii. If an employee fails to notify the necessary supervisory personnel, they may be subject to disciplinary action, up to and including termination.
- F. Exceptions to this policy are subject to the approval of the City Manager or their designee.

WEATHER ESSENTIAL PERSONNEL ACKNOWLEDGEMENT FORM

I, _____, acknowledge that I have been designated as weather essential personnel in my department for purposes of severe/inclement weather or any other declared emergencies. I further understand that my failure to report or remain for work shall constitute grounds for disciplinary action up to and including termination.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Supervisor Name (Printed) : _____