

# ADMINISTRATIVE PROCEDURES

Chapter 1  
Section 3  
Issue 1  
Date 2/15/24

## SUBJECT: INCLEMENT WEATHER

### I. Purpose

The purpose of this procedure is to provide guidelines and procedures for employees during severe weather conditions that may impact the safety and well-being of individuals and operations. This procedure aims to ensure the safety of employees while maintaining essential business operations to the extent possible.

### II. Scope

This procedure applies to all employees, including full-time, part-time, temporary, and contract workers. It covers situations where inclement weather, such as snowstorms, ice storms, floods, or extreme weather events, poses a significant risk to employees' ability to travel to work or conduct their duties safely.

### III. Amendment

The City Administrator may amend this procedure.

### IV. Monitoring and Communication

- The City Administrator will closely monitor weather conditions through reputable sources, such as local authorities, meteorological services, or emergency management agencies.
- The City Administrator will initiate communication channels with department heads such as email, text messages, phone calls, or a city-wide communication platform (TextMyGov), to disseminate timely updates and instructions to employees during inclement weather events.
- Department heads are responsible for communicating to staff members (through TextMy.Gov or agreed upon other method) they supervise information coming from the City Administrator.

### V. Decision-Making and Work Arrangements

The City Administrator, in consultation with the department heads, will make decisions regarding office closures, delayed openings, or modified work arrangements, based on the severity and duration of the inclement weather.

Positions that are designated as essential personnel and require their presence or availability during inclement weather situations, will be notified in advance and provided with specific instructions regarding their responsibilities and reporting arrangements. Police personnel are always considered essential personnel and the City Administrator will work with the Police Chief on scheduling.

When feasible and appropriate, employees may be allowed or encouraged to work remotely during inclement weather. Guidelines and expectations for remote work, including communication, availability, and productivity, will be communicated by department heads to employees in advance and will align to Section 6.16 – Telecommuting of the City of Hubbard Personnel Policies.

In situations where commuting during peak inclement weather is unsafe or impractical, employees may be offered flexibility in their work schedules, such as adjusted start and end times, or alternative workdays. Such arrangement should be discussed and approved by the employees' supervisor/ director.

## VI. City Closure

It is the policy of the city to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the city reserves the right to close.

Prior to normal starting time when it is announced by the City Administrator that the city will be closed due to inclement weather, the city offices will not be opened that day. All full-time will be paid for such time off. Part-time employees will be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

On days when weather conditions worsen as the day progresses, the City may decide to close early. Employees will be expected to remain at work until the appointed closing time, unless their flextime day ends prior to that time, or unless they receive permission from their supervisor or department head to do otherwise.

Time absent from work due to inclement weather is not counted as hours worked when computing weekly overtime. Leave accruals will not be required to be used when the City Administrator determines to close city offices for either a full or part day.

If an employee is unable to report to work or are forced to report to work late due to inclement weather conditions, or employees wish to leave early in order to arrive home safely should discuss the issue with their supervisor or department head. Employees may use vacation or compensatory accrued hours to make up any hours remaining on their normal work schedule, or they may use leave without pay.