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|  | <p><b>City of Albany</b><br/> Human Resources Policy<br/> Policy #: HR-ER-06-002<br/> Title: Inclement Weather or Other Events Causing<br/> Curtailement of City Operations</p> | <p><b>Employee<br/> Relations</b></p> |
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**Purpose**                      Citizens of Albany expect the City of Albany to continue offering public and emergency services during periods of inclement weather.

**Policy**                        During periods of inclement weather, employees are expected to report to work unless directed not to do so by their direct supervisor.

Inclement weather includes conditions that limit transportation and mobility such as: *snowstorms, ice storms, wind storms, earthquakes, volcanic eruptions, floods, or any other condition deemed by the City Manager.* Other events causing curtailment of City operations may include, but are not limited to, *loss of electricity to a City facility, or unsafe or unsanitary conditions that in the judgment of the City Manager necessitates the curtailment of operations.*

**Guidelines**

1. Where late arrivals or early departures are allowed, but the City Manager determines City operations will continue as normal, the City shall require employees to charge any absence due to inclement weather to vacation or compensatory time, except as provided below. Use of sick leave is not allowed for absences due to inclement weather.
2. Where the City Manager determines selected City operations shall be curtailed, for full or partial day(s), non-essential employees will be paid for their regularly scheduled hours from the time the City Manager declares that operations will be curtailed until the end of their regularly assigned shift. Non-essential employees that choose to stay at home during an inclement weather incident will not be allowed to receive pay for partial hours should the City Manager determine that the City shall curtail operations. Non-essential employees on scheduled leave will still be charged for leave as if the City was in full operation.
3. Essential personnel are required to report and remain at work during all inclement weather conditions. If an essential employee is unable to report to and/or remain at work, the employee will be required to use vacation or compensatory time. The City shall determine which employees are essential. In most cases, essential personnel are defined within this policy; however, an inclement weather incident may necessitate the need for the City Manager to declare non-essential personnel, essential.
4. The City may permit employees to make up short periods of absence due to inclement weather within the work week, provided such activity does not conflict with City rules or applicable collective bargaining agreements, and that such adjusted work time does not result in additional overtime payments.
5. Exempt employees shall be charged for absences in accordance with the Fair Labor Standards Act.

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**Definitions**      *For the purpose of this policy, the term “Inclement Weather” is understood to include:* Events that in the judgment of the City Manager, necessitates curtailment of City operations.

*Essential Personnel includes, but is not limited to:* Police, Fire, Public Works Operations, Park Maintenance, and Information Technology. Department Directors shall determine based on the inclement weather incident if all or only a selected group of essential personnel are needed to remain or report to work.

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**References**      N/A

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**Review and Authorization**

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| Supercedes:<br>HR-ER-06-001 | Created/Amended by/date:<br>DS; 9/01/2006 | Effective Date:<br>11/21/2006 |
| HR Director:                |   | City Manager:                 |

1. Form or worksheet revision related to this document? No  Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No  Yes