

	Policy: Weather Conditions Policy (Adverse Weather)	Effective Date: March 16, 1998
		Revision Effective Date: September 17, 2003 February 1, 2007
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	City Manager	Human Resources Responsible Party

POLICY

When hazardous conditions delay the beginning of the regular workday, employees are expected to report to work by the time stipulated by the City Manager for City offices to open for business.

When hazardous conditions prematurely end the regular workday, employees will be allowed to leave work at the time stipulated by the City Manager.

Employees designated as emergency workers are expected to report as required. Emergency employees are those working in job functions which cannot be closed because of adverse weather conditions or those employees instructed to report to work to perform essential services. Employees designated as emergency workers have been informed of this status.

PROCEDURE

City employees can call **704-282-4599, selection #2**, for updated information about delayed openings and any other weather- related information.

In the event of inclement weather (snow, ice, sleet, etc.) departments are reminded to have their employees listen to key local radio stations (WIXE 1190AM and WBT 1110AM) or local television news (WBTB, WSOC or WCNC) for information concerning office hours and the provision of City services.

PAY AND USE OF LEAVE TIME

Unless otherwise stipulated by the City Manager, employees will receive regular pay for time not worked due to the delayed opening or premature closing of the workday. This shall be called Administrative Leave. Actual hours worked plus any time off due to the delayed opening or premature closing of the workday will never total more than the regularly scheduled work hours. Employees in a pre-approved or otherwise scheduled leave status (vacation, sick, compensatory, or leave-without-pay) during the emergency will not receive administrative leave.

Employees who report to work after the time of the delayed opening, or who do not report to work, or who leave work prior to the designated end of the work day, will be allowed the option of using accrued vacation leave, accrued compensatory leave, or unpaid leave for the time absent from work beyond the designated delayed opening or premature closing.

Emergency workers will receive regular pay for any time worked in an emergency situation, including pay for additional time worked at the regular rate of pay and, if applicable, the overtime rate of pay.

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Decisions regarding such additional compensatory time off will be made by the City Manager on an incident by incident basis.

Emergency workers who do not report as required during a delayed opening, premature closing, or complete closing of City offices will not receive pay or be permitted to use accrued leave or compensatory time for these absences.