

Resolution

A resolution of the Town of Ashland City, Tennessee to amend Section III Leave of the Employee Manual.

WHEREAS, to replace resolution 2016-03 Closure Due to Inclement Weather;

Inclement Weather Conditions and Leave

If an emergency or severe weather condition exist which affect normal operations, the Mayor or designee may make a decision not to open, to delay, or to discontinue operations temporarily. It is the intent of the Mayor to remain open each working day unless it is clearly impossible to do so.

Announcements of any closings or delays will be made through social media and on the town's website. When an employee loses work hours due to an official City delay, early closure or if the Mayor declares a full day weather closing, you will be paid for the hours you were scheduled to work. You are not required to use earned time to pay for such absences. Employees on previously approved sick or annual leave, travel or training are not affected by the closing and are not eligible for the paid administrative leave.

If you conclude that you must arrive late or leave work early when no official closing has been announced, with department head approval, you can:

- Make up the time within the pay week from the occurrence of the absence; or
- Take annual leave or compensatory time for lost hours; or
- Take leave without pay for the lost hours upon Mayor approval.

Time off due to the announced closing shall not be considered as time worked for overtime compensation purposes. Overtime is paid on time worked, not time compensated.

There are certain department and personnel essential to the protection of life and property that do not fall within this policy (**Emergency Personnel - Police and Fire**, Water Treatment Plant, Sewer Treatment Plant).

This resolution shall take effect from and after its passage, the public welfare requiring it.

Adopted this ____ day of _____, 2022.

Steve Allen, Mayor

Alicia Martin, City Recorder