

Augusta Inclement Weather/Emergency Condition Administrative Rule

1. **Statement of Purpose:** The purpose of this Administrative Rule is to establish the guidelines for the operation of the government during inclement weather and emergency conditions and clarify the compensation for employees carrying out the essential governmental services during delayed business operation.

2. **Operation of Government During Inclement Weather/Emergency Condition**
 - 2.1 The Administrator in conjunction with the Mayor and EMA Director will determine the status of the operation of the government in the event of inclement weather or other emergency situations.
 - 2.2 The EMA Director in the course of the operation of Emergency Management Agency will consult with the necessary agencies as to the status of the weather/emergency condition and its impact on roadways, trees, electricity etc.
 - 2.3 If the EMA Director deems that there is inclement weather/emergency condition that will have a hazardous or safety impact on normal government operations, the Director will notify the Administrator.
 - 2.4 The Administrator will, based upon the information conveyed by the EMA Director, determine whether the government will operate under normal business hours or delayed business hours.
 - 2.5 The Administrator will relay his/her decision to the Mayor.
 - 2.6 Administration will place the status of the operation of the government on the Information Line.
 - 2.7 Administration will notify the media of the hours of operation of the government.

3. **Personnel Reporting to Work During Inclement Weather/Emergency Condition**
 - 3.1 Group I Emergency Personnel
 - Designated Emergency Personnel
 - Emergency Management Agency Personnel
 - Administration
 - Administrator
 - Deputy Administrator(s)
 - Sheriff Personnel
 - Personnel designated in accordance with Richmond County Sheriff Policy and Procedure.
 - Fire Department Personnel
 - Personnel designated in accordance with Fire Department Emergency Operation Procedures.
 - 911 Emergency Communication Personnel
 - Personnel to report in accordance with 911 Emergency Communication Operation plan.

Designated Department Heads

Departments Directors, as designated by the Administrator, must report to determine needed personnel in accordance with the departmental emergency operation plan. Administration will notify Designated Department Heads of the need to report based on the circumstances of the inclement weather.

Marshal Department Personnel

Personnel to report in accordance with Marshal Department and Emergency Operation Personnel procedures.

Group I Emergency Personnel must report to work regardless of the nature of the weather or emergency conditions unless a bona fide reason for not reporting is provided. Failure to provide a bona fide reason for non-report will be addressed in accordance with the Augusta Progressive Discipline Policy.

3.2 Group II Non-Emergency Personnel

Non-Emergency Personnel as Assigned by the Group I Designated Department Directors

The Group I Designated Department Directors will assign the personnel needed for the operation of the government or the carrying out of government services during delayed business hours. Dependent upon the nature of the inclement weather or emergency condition these departments will then determine the personnel required for the purposes of government operation.

Group II Non-Emergency Personnel who are notified that they are required to report to work during delayed hours must so report unless a bona fide reason for not reporting is provided. Group II Personnel that do not report to work and that do not provide a valid bona fide reason for non-report will be disciplined in accordance with the Augusta Progressive Discipline Policy.

4. Compensation

- 4.1 Provided that funding has been approved by the Commission and is available (as determined by the Administrator), all salaried (exempt and non-exempt) employees who are willing and ready to report to work will be placed on paid Administrative Leave for any delayed operational hours observed by Augusta, Georgia.
- 4.2 Provided that funding has been approved by the Commission and is available (as determined by the Administrator), Group I Emergency Personnel and Group II Non-Emergency Personnel, other than essential twenty-four hour operations personnel, reporting to work during delayed operational hours will be paid their regular rate of pay for hours worked in addition to the Administrative Leave pay.
- 4.3 Essential twenty-four hour operations personnel who are required to work during delayed operational hours shall receive Comp. Time equivalent to the numbers of hours actually worked.

- 4.4 Group I Emergency Personnel and Group II Non-Emergency Personnel who do not report to work at their scheduled time and have provided a valid reason for non-reporting will have these hours deducted from their vacation leave. If the employee does not have any vacation time available, he/she will receive these hours off without pay.
- 4.5 Employees that are scheduled to be off of work on a work day with delayed operation hours for personal reasons, including vacation, sick, workers' compensation, FMLA and LWOP, will not receive Administrative Leave pay for the delayed operational hours because such employees were not willing and ready to report to work.
- 4.6 Employees that are away on training or on administrative leave with pay during inclement weather will not have these hours charged against their vacation accruals because they were not regularly scheduled to report their Augusta worksite.
- 4.7 Once a regular schedule is declared by Administration, all employees must return to work or take appropriate and approved leave.
- 4.8 Employees who are dismissed early due to the official closure of the government are to be paid for the workday.
- 4.9 Employees leaving early due to inclement weather when no official closure has been announced will be charged accrued leave.
- 4.10 Each Department will be responsible for maintaining proper leave records.


Frederick L. Russell, Administrator

11/19/11
Date

Acknowledged and received by: _____