



# City of Hartford \* County of Van Buren \* State of Michigan

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**TO:** Mayor Hall and the Hartford Commission

**FROM:** Nicol Brown, City Manager *NB*

**DATE:** February 24, 2025

**RE:** **AMENDMENT TO THE CITY OF HARTFORD EMPLOYEE HANDBOOK  
“INCLEMENT WEATHER”**

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**ITEM BEFORE THE COMMISSION:**

The City Commission approves the amendment to the City’s employee handbook under “Inclement Weather/Facility Conditions.”

**DISCUSSION:**

The City of Hartford will likely experience inclement weather in the winter. The amended policy gives employees guidelines regarding inclement weather/facility conditions that are precise and clear about the city’s expectations. The current heading in the employee handbook is “Inclement Weather.” I will replace it with “Inclement Weather/Facility Condition.”

The proposed amendment reads as follows:

**Inclement Weather/Facility Conditions:**

Closure of the City of Hartford’s administrative offices due to inclement weather or facility conditions:

The closure of administrative offices due to inclement weather. The administrative offices of the City of Hartford shall be closed due to inclement weather whenever the Hartford Public School district declares a closing of its schools or when the city manager determines that conditions warrant the closing of offices due to protection of employee and public safety, lack of adequate staffing, facility power outage or other adverse facility conditions preventing administrative operations, or other severe conditions as determined by the city manager.

Closure of administrative offices due to adverse facility conditions:

The administrative offices of the City of Hartford shall be closed due to circumstances other than weather conditions whenever the city manager determines that conditions warrant the closing of offices due to protection of employee and public safety, lack of adequate staffing, facility power outage, or other adverse facility conditions preventing administrative operations, or other severe conditions as determined by the city manager.

Employee compensation:

When the city offices are closed for the reasons outlined above, such as inclement weather or facility conditions, employees normally scheduled to work on the day of closing will receive regular compensation for the scheduled work. If city offices are open, and an employee is not able to report to work for his or her normal schedule nor able to perform essential job duties remotely from home as determined by the city manager. In that case, the employee will be required to use available vacation, personal, compensatory, or sick leave time for his or her absence from work. If the employee has no available leave time, the employee will not be compensated for the missed work time.

Employee, public, and city commission notices of office closure:

The city clerk will be responsible for coordinating and ensuring appropriate and timely notice to employees, the public, and city commissioners of all closings of the city's administrative offices. At a minimum, and to the extent that conditions permit, a notice will be prominently displayed on the city's website home page at all public entrances to the administrative offices. The city clerk will also send a notice via email to all city commissioners and text to all department directors. In addition, a mobile phone text message will be sent to all department heads and affected administrative staff with mobile phone numbers on file with the city clerk.

Essential services personnel:

The City of Hartford's Police Department, Waste Water Treatment plant, and Public Works Department are considered essential service personnel. As such, these employees must report to work regardless of weather or other conditions unless otherwise determined by the city manager.

**RECOMMENDATION:**

The City of Hartford City Commission approves the amendment to the City's employee handbook under "Inclement Weather".