	CITY OF HENDERSONVILLE		
Policy Name:	Inclement Weather Policy	Date Adopted by Council :	May 5,2022

I. Introduction

The City of Hendersonville is required to provide essential services for its citizens regardless of weather conditions. The City is committed to the safety and security of its employees, and visitors.

As such, the decision whether the City should close or remain open is based on the overall concern for the community. The Inclement Weather Policy is established to be as fair as possible to all employees.

II. Scope

This administrative policy, upon approval of the City Council, shall be applicable to all employees. This procedure shall remain in effect until such time that it is altered, modified, or rescinded by the City Council.

III. Types of Personnel


Essential Personnel

The term “essential personnel” is used in this policy to describe those employees whose job responsibilities are provided 24 hours a day – seven days a week and / or essential to the everyday livelihood of the city and its citizens. Employees essential to the successful and efficient management of a weather emergency situation shall be designated by the City Manager or their Department Head and are expected to return to work as scheduled.

An essential employee, unable to report to work for their scheduled shift due to legitimate environmental conditions, should contact their immediate supervisor to see if alternative transportation can be arranged. An employee who reports on their day off to cover the absent employee’s shift will be paid in accordance with the FLSA guidelines. Failure to be available or to report to work when called may be grounds for disciplinary action.

Non-Essential Personnel

The term “non-essential ~~personnel-employee~~” is used in this policy to describe those employees whose job responsibilities are primarily administrative in nature and can be delayed without any negative impact to the employees, citizens, or community.

	CITY OF HENDERSONVILLE		
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IV. Procedure

It is the policy of the City of Hendersonville to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant the City reserves the right to close our facilities.


1. Each employee is expected to make necessary advance preparations so they can get to work in periods of adverse weather.
2. The City recognizes weather conditions may prevent some employees from reporting to work on time or not at all. The decision to report to work or not is an employee's option based on their assessment of road conditions. If an employee does not report to work, reports to work late, or leaves early due to weather they must notify their immediate supervisor.
3. The employee may use vacation, compensatory time, or leave without pay as coordinated with their supervisor during adverse weather.
4. Employees are strongly encouraged to have a plan in place for childcare in the event that schools are closed due to inclement weather. Department Heads may exercise discretion in allowing employees to stay home for purposes of caring for school age children, as long as full operational capabilities are maintained.

City offices and departments shall remain open for the full scheduled working day unless authorization for closing or other deviation is approved by the City Manager. In these situations, the City may be closed or may open late for employees, customers, and the general public in the interest of safety.

The City of Hendersonville will notify local media of this change and post on the City's website...~~and update our general information line at 828-697-3000. Employees will be notified via City communication systems, but it is the Department Heads' ultimate responsibility will be contacted and are responsible~~ for contacting their employees.

V. Closures and Payroll Procedures


~~If the City does close, this~~ City Closures will be the City Manager's decision. In the event of a closure due to weather conditions the City will apply the following standard:

	CITY OF HENDERSONVILLE		
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- Non-Essential and essential employees will be paid for the closure. Additionally, essential ~~and non-essential employees required to work~~ ~~employees~~ will receive pay for the hours worked during the closure which would be granted as either compensatory time “comp time” as regular time or paid regular hours. ~~Hours paid for the closure would be considered non-compensable hours under FLSA for overtime calculations. For example, the City closes its operations for a half a day. Non-Essential and essential employees will receive a half day pay for the closure. Additionally, essential and non-essential employees required to work would receive pay for hours worked during the closure which would be granted as either comp time as regular time or paid regular hours. Hours paid for the closure would be considered non-compensable hours under FLSA for overtime calculations.~~
- If the employee elects not to report to work when facilities are open the employee can elect 1) to use any accrued vacation leave or compensatory time or 2) the employee will not be paid for the day.
- ~~If an employee can work from home this~~ Remote work must be authorized by the employee’s department head or City Manager. ~~This time will be counted as regular working hours.~~ The employee will be compensated as those non-essential employees above.
- ~~All employees will be given the same amount of time for the closure. For instance, an employee works a second or third shift they will receive the same amount of time if they work during a closure. This time is only good for day of closure till midnight.~~
- ~~If the~~ Employees ~~is~~ preapproved for a scheduled off day ~~would not be eligible for pay under this policy. This includes either sick, or vacation, paid family leave, etc.~~
- Temporary or Auxiliary employees are not eligible.

VI. Non-Compensable Stand-By Pay

Employees may volunteer or be asked to have their name placed on a “call-in” list as relief personnel. Employees in this status are not eligible for “on-call” pay outlined in the City’s Personnel Policy in Article III Section 13 of the City’s personnel policy. These employees are not required to be available, and no disciplinary action will be taken for failure to respond. However, should these employees report to work during their day off or work hours in addition to their regular schedule, they will be paid in accordance with FLSA guidelines.

	CITY OF HENDERSONVILLE		
Policy Name:	Inclement Weather Policy	Date Adopted by Council :	May 5,2022

This policy is approved by City Council in accordance with City's Personnel Policy.