

City of Joshua Personnel Policies and Procedures

Section 4: Compensation

4.3 INCLEMENT WEATHER AND EMERGENCY CLOSING

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Revised March 7, 2023

In certain conditions, the City Manager or designee may determine that the City should close due to emergency or severe weather conditions. An emergency closing will be considered when the health, safety and welfare of the public or City employees may be at risk, or conditions do not allow the conduct of normal City operations. Under some circumstances, the City may remain open but with limited essential personnel only. Department heads are required to identify essential personnel and communicate attendance expectations.

A. COMMUNICATION

In the event the City Manager or designee determines that City offices must be closed due to inclement weather or other disaster, the City Manager, or designee will notify all department heads. Department heads will in turn notify their respective staff.

This information will also be communicated on the City's website and social media pages.

B. UNABLE TO REPORT TO WORK WHEN OFFICES ARE OPEN

Personnel who are unable to report to work when directed or when normal city operations commence must contact their supervisor in accordance with personnel policies and departmental procedures. In this circumstance the employee may use vacation or unpaid leave for those hours absent. An employee who fails to report or contact their supervisor may be subject to disciplinary action, up to and including termination.

C. COMPENSATION FOR INCLEMENT WEATHER ABSENCES

Non-essential staff shall receive paid leave for their normally scheduled hours during which the City is closed and they did not work. These hours shall not count as hours worked toward overtime eligibility.

In the event of a delayed opening or early closure employees will be paid for the hours scheduled to work that day.

D. EMERGENCY SERVICES PERSONNEL

Certain emergency services personnel will be required to work even when City offices are declared closed. Emergency services personnel are non-exempt personnel who are needed in order to provide basic services during inclement weather or other declared disasters. The responsibility for designating emergency service personnel rests with each department head and may include certain public works, parks, and animal services employees.

Emergency services personnel who work when City offices are closed due to emergency or severe weather conditions will be provided with a replacement day-off within 90 days from the declared closure day. It will be the responsibility of the department head to coordinate such replacement days off.

If an employee works a partial workday, they will receive a replacement day off equal to hours worked when City offices were closed.

Emergency services personnel does not include public safety personnel.

E. PUBLIC SAFETY PERSONNEL

Due to the nature of positions with the Police and Fire Departments, employees who support 24/7 operations within both departments are expected to report to work as scheduled, regardless of inclement weather or other disaster and are not eligible for the replacement day off.

If extenuating circumstances are present, employees must contact their supervisor prior to the start of their shift to discuss further. The employee's supervisor will be responsible for determining the appropriate action.

F. USE OF OFFICIAL CLOSURE DAY

1. Personal Illness: Employees who would have used a sick day due to illness may use the Closure Day in lieu of taking a sick day
2. Out on Family Medical Leave: If an employee is out on Family Medical Leave (FMLA), the Closure Day will not be counted as a Family Medical Leave day
3. While on Vacation: Employees who scheduled vacation that fell on the Closure Day may use the Closure Day in lieu of taking a vacation day
4. While on Unpaid Leave of Absence: Employees on approved personal leave of absence without pay will not be granted the Closure Day