

City of Joshua Personnel Policies and Procedures

Section 4: Compensation

4.3 INCLEMENT WEATHER AND EMERGENCY CLOSING

Origination December 20, 2018
Revised October 21, 2021

In inclement weather or disaster, it may be necessary to limit City services. In these situations, the City Manager will make the determination and issue a declaration. Personnel essential to services that must be carried out during inclement weather or disasters may be required to report to work at these times. Departments are required to identify essential personnel as needed in their department.

A. UNABLE TO REPORT TO WORK WHEN OFFICES ARE OPEN

If the City has not been officially closed, employees who are unable to report to work due to inclement weather must contact their supervisor in accordance with personnel policies and departmental procedures. An employee who fails to report or contact his supervisor may be subject to disciplinary action, up to and including termination.

An employee must use accrued compensatory and vacation leave. If an employee has no paid leave available, the employee may be granted authorized leave without pay or holiday time. If an employee has no paid leave available, the employee may be granted authorized leave without pay.

B. COMPENSATION FOR INCLEMENT WEATHER ABSENCES

If the City Manager closes a facility due to inclement weather, an employee scheduled to work at the facility will be paid his normal shift pay during the hours the facility is officially closed.

In the event of a delayed opening or early closure designated by the City Manager, full-time non-exempt employees will be paid for the hours scheduled to work that day.

C. EMERGENCY SERVICES

Employees designated by their Department head to provide emergency services will report to work as provided by their department rules during an official weather or emergency closing of business. An emergency services employee, other than police and fire essential personnel, who work during business hours on an official weather or emergency closing will be paid time and one-half (1½) of his normal pay regardless of hours worked already during the week.

D. COMMUNICATION

Employees are responsible for checking for inclement weather closures on the city's website and Facebook page.