

7.4 Attendance

Attendance is a critical component of job performance. It is expected that employees report for work on scheduled days, do not come in late, do not leave early, get permission before coming in late or leaving early, give advance notice of an absence when possible, report absences properly and in a timely manner, and submit medical certification, if required, for illness. Violation of these expectations may lead to discipline up to and including discharge.

It is the policy of the City, pursuant to the principles of public accountability, that taxpayer funds not be used to pay public employees for hours not worked.

~~All employees shall be required to work on their normally scheduled work days regardless of inclement weather conditions. During winter months, the City will attempt to maintain regular business hours during all winter storms. If an employee is unwilling or unable to come to work due to weather conditions, paid leave should be used for any work hours missed. This shall not prevent individual use of flex time and/or working remotely when appropriate and approved by an employee's supervisor.~~

Employees are expected to report to work on their regularly scheduled days, even during inclement weather. The City will make every effort to maintain normal business hours throughout winter storms. If an employee cannot or chooses not to report to work due to weather conditions, they must use benefit time for any missed hours. As an alternative, with supervisor approval, employees may flex their schedule—provided that the missed time is made up within the same work week.

In the event of severe weather, the City Administrator or Mayor may decide to close City Hall after consulting with Department Heads about road conditions and safety. If City Hall is closed, employees will be required to use benefit time for that day.