

## Proposed Inclement Weather Policy

It is the policy of the City of Oelwein to keep its facilities and services available to the public during periods of emergencies and inclement weather to the extent possible that is compatible with the health and safety of the public and city employees.

During emergencies or periods of inclement weather, the following procedure shall apply:

The City Administrator (or City Clerk; if neither is available, the Police Chief or Public Works Director, in consultation with department heads when possible, will make the determination whether to close city buildings/offices to routine business. The following resources may assist in making the decision:

- Recommendation of affected department heads
- Recommendation of the Police Chief
- National Weather Service weather forecast for the City of Oelwein and surrounding area
- Implementation of a tow ban by the Iowa State Patrol in the surrounding area
- Road condition reports from the Public Works Director
- Any other applicable resource.

When the City Administrator determines that due to an emergency or inclement weather, steps must be taken to protect City employees and the public, one of the following choices will be made:

City buildings will remain open to the public. Employees performing non-essential functions are expected to make a reasonable effort to report for work. However, employees will not be expected to report to work if, in the employee's judgement, such action would place their personal safety at risk. These employees must report such absences to their department head as soon as possible. Employees unable to report to work or who voluntarily leave work early due to inclement weather or other emergency shall use vacation, compensatory time, personal days, or unpaid leave of absence in accordance with the City of Oelwein Personnel Manual and applicable collective bargaining agreements.

If City Hall closes for inclement weather or an emergency, all non-essential personnel are instructed to stay home. Department Heads may determine during these times if a work from home option is feasible. Work from home days may be planned in the event that significant weather is probable the next day. Staff must maintain city issued equipment allowing them to work from home.

Essential personnel is defined as those employees within public safety and public works and other essential functions as determined by the City Administrator. Essential personnel are expected to report to work during said emergency closures unless excused by their department head.

All offices shall open the following day unless directed by the City Administrator

The closure of the city buildings/offices will be announced using multiple means of communication, including the city's text notification system, city's website, and social media. Department heads will be responsible for contacting their staff.

Compensation:

Unless addressed in a collective bargaining agreement, regular compensation will continue for up to one day for employees scheduled to work when the City Offices are closed.

Employees scheduled off work due to vacation, personal, sick, etc. must use the corresponding approved leave.

Employees not scheduled to work will not receive compensation.

Essential employees who are not able to report to work due to a weather emergency shall utilize available paid time off, i.e. vacation or personal day with supervisory approval.

The City Administrator may authorize the pickup of essential employees using city equipment within city limits.

Compensation for building closures longer than one day will be addressed by the City Administrator on a case-by-case basis and will follow applicable collective bargaining agreements. In the event of a catastrophic emergency, the City Administrator will work with the City Council to determine the applicability of this policy. The city may setup a remote site and require employees to report as needed.