

City of Sweet Home



POLICY: City of Sweet Home Personnel Policies
Classification, Compensation and Benefits
Section 2(f) Emergency and Inclement Weather

Purpose Establish policies governing the City's Emergency and Inclement Weather Response.

Policy: Emergency and Inclement Weather

Except for regularly scheduled holidays, the City of Sweet Home will be open for business Monday – Friday during normal business hours. The City recognizes there may be circumstances beyond its control, such as inclement weather, national crisis, or other emergencies making one or more of the City work locations inaccessible. On such occasions, one or more of the City work locations may be closed for all or part of a regularly scheduled work day. In such an event, the City Manager or designee will make a decision and will endeavor to notify all managers for the purpose of contacting employees; you may also contact your immediate Department supervisor. In the event of an emergency, which destroys or renders a City worksite unsafe, the effected employees shall be reassigned, relocated or released at the discretion of the City. ~~If released, affected employee shall receive compensation at their regular rate in proportion to their scheduled work.~~

In the event of extreme inclement weather conditions, each staff member's ability to safely reach their work location may be different. Staff who cannot report to work in such circumstances should contact their Department supervisor and notify them of their inability to report to work. Employees unable to report to work due to inclement weather shall use eligible accrued leave (excluding sick leave) and or compensatory time to account for time off.

➔ Emergency Response Duties:

All City employees may be considered essential emergency staff. Determinations will be made based on public safety, employee safety, City needs and the duties of each City job classification and position. As a City employee, you may be called upon to return to, or remain at work during an emergency situation (inclement weather, earthquake, etc.) and to perform duties not normally part of your job. Each Department Director shall determine which staff is essential. Emergency and/or disaster situations may alter the normal job-related activities of departments. Some job-related activities may temporarily become non-essential, and others may become critical. Employees may temporarily be reassigned to support critical activities. During an emergency, your work schedule may change, as necessary (including without prior notice), from your normal hours and/or normal shift.

For emergency purposes, the City will endeavor to provide a means for contacting spouses, domestic partners, children at school or in daycare situations, and next of kin to the extent that employees have provided current and accurate contact information including as appropriate:

addresses, regular phone, cell phone, pager, fax numbers and/or e-mail addresses. To the extent allowable by law, such information will be held confidential by the City Manager's office. Further information regarding emergency response will be available in the City of Sweet Home Emergency Response Plan.

Employment & Compensation Considerations:

The City will respond to emergency situations as determined most appropriate. The City Manager shall identify and initiate appropriate actions as circumstances evolve, which may include but are not ~~limited~~limited to any combination of paid leave, indefinite leave without pay, furlough, lay off for lack of work, reduction in hours of work, and position reclassification to part-time.

<i>Supersedes:</i> <i>SHPP Section 2(f)</i>	<i>Adopted by City Council:</i>	<i>Effective Date:</i>
<i>City Manager:</i>		