

 <p>THE TOWN OF Holly Springs</p> <p>Administrative Rules Manual</p>	Administrative Rule Number: HR-9	
	Title: Adverse Weather Policy	
	Prepared By: Name –	Erika Phillips
	Department --	Human Resources
	Supersedes: Old # --	
	Old Effective Date --	
	Effective Date:	1/1/03
	Date Approved by Manager:	1/1/03

Purpose:

Adverse weather conditions occasionally disrupt work schedules and interfere with normal work-related activities. This adverse weather policy establishes guidelines for fulfilling work obligations including reporting to work, payment, and operations during declared emergencies (disasters), severe weather, and during the period of disaster recovery.

Policy:

It is the policy of the Town of Holly Springs to provide essential services during a severe weather event, disaster or emergency in a way that best promotes the welfare of the citizens and demonstrates a commitment to the safety of all Town employees. During such an event, certain Town policies and procedures may be modified or suspended if the modification or suspension is appropriately authorized and is necessary to provide essential safety services. Town services which are not immediately needed will be curtailed, delayed or suspended if, in the judgment of the Town Manager, the provision of that service unnecessarily exposes the public or employees of the Town to undue risk.

Definitions:

Adverse Weather. Weather conditions that make travel to and from work especially difficult or prevent employees from fulfilling work obligations. This may be in the form of the accumulation of ice/snow, flooding, hurricanes, or the result of unusually severe storms of other types.

Service Critical. Those positions identified by the Town Manager as being critical to service delivery during adverse weather conditions, specifically, many positions within the following departments: Public Safety, Public Works, and Water Quality. In some cases, Parks & Recreation maintenance crews may also fall into this category, as determined on a case-by-case basis by the Town Manager.

Limited Service Schedule. Town Hall, Recreation Center and other buildings are closed and certain services are not available as determined by the Town Manager, or designee.

Delayed Service Schedule. Town Hall, Recreation Center and other buildings open at a time that is later than the regularly scheduled business day or close at an earlier time than the regularly scheduled business day as determined by the Town Manager, or designee.

Procedure:

The Town Manager or designee will determine when/if a limited service or delayed service schedule should be in effect. Should an emergency occur after normal business hours, information will be made available on local radio and TV stations concerning reporting to work. Department Heads will be contacted and are responsible for contacting their employees. Early closings shall be communicated through internal channels.

Department Heads are responsible for ensuring that information is appropriately communicated to employees within his/her department and for determining (in advance whenever possible) which employees are required for work as defined in this policy. Department Heads must ensure that upon hire, employees are notified about this policy.

Service Critical Employees

All Service Critical employees are required to be at work according to regular department operating hours, regardless of weather conditions or Town operating schedule changes. Those in critical positions who report to work (while other employees take vacation or compensatory leave) will receive additional compensatory time at a straight-time rate for those hours that the Town offices are closed between 8 a.m. and 5 p.m. Monday through Friday. **Example #1:** If Town offices are opened on a delayed schedule at 10 a.m., Public Safety employees regularly reporting to work that day at 6 a.m. would receive an additional two hours of compensatory time at a straight-time rate (8 a.m. until 10 a.m.).

Example #2: If Town offices are closed for the entire day, a public works employee who must report to work all day to clear the streets of snow would receive an additional eight hours of compensatory time at a straight-time rate (8 a.m. until 5 p.m., less one hour for lunch). This additional straight-time compensatory time is made in order to provide equitable compensation to all employees when operating hours are rescheduled; however, these additional hours of administrative leave pay granted to employees required to be at the work site may not be used in computing total hours worked for overtime purposes.

Limited Service Schedule

During a limited service schedule, those employees not designated as Service Critical will receive regular pay for hours they were scheduled to work which should be recorded as administrative paid leave on the time sheet. The number of administrative paid leave hours recorded should only be enough to ensure that the employee receives full compensation for the day/s declared as limited service.

Delayed Service Schedule

If the Town Manager announces that Town offices are to be opened on a delayed schedule, closed or closed early, those employees not designated as Service Critical will be granted paid administrative leave at a straight-time rate for hours missed. **Example:** If Town offices are to open at 10:00 a.m. due to adverse weather, Town employees normally reporting to the work site at 8:00 a.m. would receive two hours paid administrative leave (from 8 a.m. to 10 a.m.).

If, due to weather conditions, an employee is unable to arrive at work by the scheduled time for a delayed opening as announced by the Town Manager, the employee has the option of taking accumulated vacation leave or compensatory time for the amount of time he or she is delayed. **Example:** If Town offices are to be open at 10:00 a.m. due to adverse weather, and an employee cannot make it to the worksite until 11:00 a.m., the employee would receive two hours paid administrative leave (from 8 a.m. to 10 a.m.) and will be charged one hour of compensatory time or vacation leave (from 10 a.m. to 11 a.m.).

Employees not designated as Service Critical who, during a declared weather emergency, report to work by the designated opening time or leave at a designated early closing time will be considered as having worked their entire normal duty day. No additional leave is given for reporting to work prior to the scheduled opening or reporting to work on limited service schedule days. No additional leave is given to an employee who comes to work when not required to do so. These administrative absences are **not** work time, and are **not** counted when computing overtime.

Department's may (if feasible) allow employees to make up time missed due to the weather provided that the time is made up in the same work week .

Temporary employees are paid for hours worked only and are not generally required to report to work during emergencies. They are not eligible for paid administrative leave.

Employees who have scheduled (pre-emergency) compensatory time, sick time, or vacation time during the same time that an adverse weather event occurs, will not receive administrative leave but should consider work time missed as compensatory, sick or vacation time. Administrative pay will not be given in addition to compensatory, sick or vacation time.

End of Administrative Rule No. 9