



## CITY OF GREEN BAY PERSONNEL POLICY

<b>Policy Title</b> Inclement/Emergency Weather Employee Absences	<b>Policy Reference</b> Chapter 20
<b>Policy Source</b> Human Resources Department	<b>Legal Review Date</b> February 21, 2022
<b>Personnel Committee Approval</b> February 8, 2022	<b>City Council Approval</b> February 16, 2022

20.1 **POLICY.** This policy applies to City employees that perform non-emergency/non-essential services. Generally, this includes administrative/support, clerical personnel in all departments. Essential operations include but are not limited to the protection of the public and property or emergency/critical services (Police, Fire, Public Works, Transit, Water Utility).

Department Heads who are responsible for essential services shall designate essential operations and positions. In unique emergency situations, other positions and departments may also be considered essential. Employees holding positions so designated will be expected to report to work. Failure to comply with the policy will subject the employee to disciplinary action up to and including discharge.

It is the policy of the City of Green Bay that City operations and buildings are open and available to the public to the fullest extent possible. One of the principal functions of local government and its employees is to promote the general welfare and to provide for the common good of our customers and citizens during severe weather or emergency situations. As a result, City operations/facilities will rarely close.

20.2 **ABSENCES DUE TO INCLEMENT WEATHER.** In cases of inclement weather, employees are expected to make every reasonable effort to report to work, while making a good faith determination about their safety when attempting to travel to work. Weather conditions may prevent employees from getting to work or cause them to arrive late. It is the responsibility of the employee to contact his/her supervisor before the start of the shift if he/she is unable to report to work or report on time.

20.3 **REMOTE WORK.** If an employee is able to work remotely and has an approved remote work agreement, the supervisor may allow the employee to work remotely so long as adequate staffing is maintained and operations are not negatively impacted if City facilities remain open to the public. In the event that inclement weather disrupts the employee's ability to perform the work remotely, the supervisor should be contacted to discuss the circumstances.

Employees that are unable to report to work or who leave work early and are not able to work remotely when City services are open and available to the public, must use vacation, personal, compensatory or unpaid leave time to account for the missed time. Sick leave will not be permitted to be used for this purpose. Work time missed due to inclement weather will be without regular pay. When feasible, employees may be permitted by the supervisor to make up lost time during the work week.

- 20.4 CLOSURE OF NON-EMERGENCY SERVICES DUE TO WEATHER. In the event that severe weather requires the closure of buildings or curtailment of non-emergency services, the Mayor or Chief of Operations will notify the Department Heads. If this determination is made prior to the commencement of the workday, the City will communicate a public statement to that effect with a press release and through the use of social media. Other methods of communicating with employees may be used by departments if available and practical to do so (i.e., ReadyOp, text messages, etc.).

When closure notification is provided prior to the commencement of the workday, employees with an approved telework agreement may work remotely with supervisor approval. If remote work is not an option, non-exempt (hourly) employees may use vacation, personal or compensatory time in lieu of time not worked. In accordance with the Fair Labor Standards Act (FLSA), exempt (salaried) employees that are unable to work remotely, will receive compensation for the day. Department Heads may, at their discretion, allow employees to flex their hours during the current work week in order to avoid the loss of some or all of the hours not worked, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time.

When offices are closed early due to extreme weather, non-exempt employees will be paid for the hours worked, and may use vacation, personal or compensatory time in lieu of time not worked. Remote work is also an option for those employees able to do so with supervisor approval. Salaried (exempt) employees unable to work remotely will receive compensation for the workday in accordance with FLSA standards. Department Heads may allow employees to flex their hours during the current work week to make up for any of the hours lost due to the office closure, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time.

When offices/departments are closed, employees will not be allowed to continue to work and remain in the building after the office has closed without department head approval.

If offices/departments are closed on an employee's last scheduled workday prior to a holiday or first scheduled workday after a holiday, the closing will not affect the employee's eligibility for holiday pay.

Employees that are on a scheduled absence from work due to vacation, illness, injury or leave of absence, shall not be affected by the provisions of this policy and will not be permitted to convert any hours to pay because they were not scheduled to work.