



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Weather Emergency Employee Absence	Policy Reference Chapter 20
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval	City Council Approval

20.1 **POLICY.** It is the policy of the City of Green Bay that the City Operations and Buildings do not close because of snow and normal weather emergencies. 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 such periods through service of both an emergency and non-emergency nature. Therefore, all employees' regular work goes on and they are expected to be at their duty stations except as provided for herein. Failure to comply with the policy will lead to disciplinary action up to and including discharge.

20.2 **WEATHER EMERGENCY.** A snow emergency is a formal designation made in practice by the City's Public Work's Director, through formal public announcement which triggers no parking in the snow routes. This generally means the snowfall has or is anticipated to exceed certain minimums requiring special action to facilitate traffic movements and clearance of these routes. However, transportation over the roadways is still fairly feasible.

For purposes of this policy, a weather emergency is activated when an announcement is made that City Bus service is being terminated due to the snow. These announcements are generally made at least 2-hours before the buses stop running and indicate road conditions are becoming sufficiently bad that traffic flow is impeded.

20.3 **EMPLOYEES LEAVING WORK STATIONS.** Once a weather emergency or other emergency has been formally declared, each employee in non-protective service who is deemed to not be essential to emergency response, while expected to work if practical, may evaluate their individual circumstances. Through this process, the employee shall make a decision to stay at work or use leave time to go home early or stay, following proper notification to their supervisor.

Any employee who leaves work as outlined above because they feel that their personal safety or that of a family member requires it, must use a personal day, vacation or unpaid leave for any time missed by going home. Sick leave will not be permitted to be used for this purpose. An employee already scheduled to be on vacation or who had called in sick, must use the vacation or sick day and will not be permitted to convert any hours to paid because they were not scheduled to work.