



Personnel and Administrative Policy and Procedure

SUBJECT: Inclement Weather	EFFECTIVE DATE: November 30, 2007 REVIEWED: May 2011 REVISED:
CATEGORY: 100 POLICY NUMBER: 100.2	CROSS REFERENCE: AFSCME Article 6F Emergency Schedule Changes 6H: City Closures Inclement Weather

Purpose: Establish procedures for covering work duties when weather conditions are severe or during other natural disasters.

Scope: All employees.

Policy: All departments and offices of the City will be open for regularly scheduled business during hazardous weather conditions unless the City Manager or City Manager designee authorizes closure. The City Manager or City Manager designee may direct employees to leave work early when weather and travel conditions deteriorate. Employees are expected to report to work unless their personal safety would be endangered due to travel conditions. Only the employee can assess the individual situation and decide whether it is safe to report to work.

The City provides a wide array of services, including many emergency-related functions and other services essential to the public health and safety. Those employees in Police and Public Works that are considered essential employees are subject to reporting to work during inclement weather and other natural disasters as directed by their supervisor. Contract language prevails for call out procedures and compensation.

Procedures

- The City Manager or designee has responsibility for making the determination regarding closure of City facilities. In making such determination both the continuance of service to the public and the safety of employees will be taken into consideration.
- If the City facilities will be closed for an entire day, the City Manager will attempt to notify television and radio outlets in the Portland Metro area by one (1) to one and one-half (1.5) hours before a facility is scheduled to open. The notice will also be posted to an employee call-in number. That number is 503-786-7595. The message will include the date of the closure, the name of the person recording the message and the duration of the closure. If there is no message stating the date and that the City will be closed, employees should assume the City will be open for business.
- Employees have the responsibility for verifying City closures through the above means.
- An employee who (1) does not report for work, (2) reports to work late and/or (3) leaves work early during hazardous weather must use any accrued leave except sick leave to cover the time loss. If there is no accrued leave available, leave without pay may be used for time loss. An employee may make up the hours only with approval of the supervisor and if done in such a manner as not to result in overtime costs.
- When an employee leaves work early due to the directive of the City Manager or City Manager designee, the employee will receive his/her regular rate of pay.

- If an employee has chosen to stay home due to weather conditions or other natural disaster conditions and the City Manager later closes the facility early, the employee who chose to stay home must still use accrued leave for time lost.

Responsibilities

City Manager or designee

- Make the determination about City closures and post to the radio and television outlets and the employee inclement weather line by one (1) to one and one-half (1.5) hours before the facility is scheduled to open if possible.

Employees

- Check with the radio, television and/or phone source to see if required to report to work. For emergency personnel this does not apply. If an employee has any question if s/he is considered emergency personnel, the employee should ask his/her supervisor.