



Severe Weather and Emergency Situations Policy

Policy Topic: Severe Weather and Emergency Situations
Policy Contact: Human Resources
Version: III
Effective Date: 11/9/17
Approved By: HR/Legal/City Manager

Application

The provisions in this policy apply to all classified employees.

Statement of Policy:

It is the City of Waynesboro’s policy to continue operations despite weather conditions unless an emergency threatens to make employee transportation to and from work dangerous or impossible. In the event of severe weather or an emergency situation, employees are still expected to arrive to work promptly unless otherwise announced by City Manager.

1. Notification
 - a. The City Manager will make an official announcement if the work day is impacted by severe weather or an emergency situation.
 - b. Notification will also be made utilizing the Department of Emergency Management’s (DEM) call back system to employees.
 - c. When weather conditions make it hazardous for employees to report to work, a liberal leave policy will be implemented by each department, if possible, depending on mission requirements.
 - i. The department director will communicate any leave policies or work day changes that are implemented at the department level.
2. Reporting to Work
 - a. Employees who cannot report for duty on time are required to contact their department director or designated representative within the first hour of scheduled work, or as soon as possible, to inform them.
 - b. Individuals who do not report for duty will have their absence charged against the applicable leave, i.e. annual leave, PTO, sick leave, etc.
 - i. If the employee does not have any applicable leave available, the employee will not be paid for the hours that they are absent.
 - c. Employees who report for work and are later sent home because of weather problems or an emergency situation will be paid for the entire day without charge to leave.
 - d. If an employee is late to work because of transportation difficulties caused by bad weather, the lost time need not be made up or deducted from their leave balance, if approved by the employee’s department director or designee.
 - e. The City Manager may require department directors, supervisors, etc. that are designated as “essential personnel” to report for work when other employees are not required to do so.

3. DEM, Police, and Fire
 - a. The City provides public safety services to the citizens 24 hours a day, 365 days a year. Therefore, employees of the Fire, Police, and the DEM Departments are required to work regardless of weather conditions, and are not covered by the Severe Weather and Emergency Situations Policy. Modifications to the work schedule necessitated by severe weather and/or emergency situations will be determined by the respective department director.

4. Public Works Operations and Parks and Recreation
 - a. The City is committed to maintaining the roads and utility services during periods of severe weather and emergency situations; therefore, employees of Public Works Operations and Parks and Recreation may be required to work during severe weather or emergency situations. Work assignments and schedules shall be determined by the Superintendent of Public Works and the Director of Parks and Recreation respectively, or their designees.

Interpretation and Administration

The City Manager and Human resources are responsible for the interpretation and administration of this policy and its various provisions. The City of Waynesboro has the authority to change, modify, or approve exceptions to this policy at any time without notice.

Revisions and Approvals

Date	Version	Approver	Change Description
11/8/17	II		Updated the policy with current practices, i.e. removed the radio notification.
11/9/17	III		Inclusion of Parks and Recreation employees in Section 4.