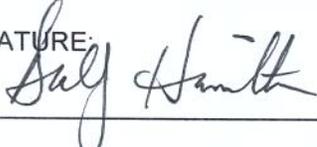


Chief Administrative Office	Date of Issue	Expiration Date	No.
POLICY MEMORANDUM	October 6, 2015		14R
TO: All Divisions and Departments		Subject:	
SIGNATURE: 		INCLEMENT WEATHER POLICY	
COMMENTS: This policy replaces the original Inclement Weather Policy #14, dated February 10, 1998 and updated February 24, 1998. Please update your CAO Policy Binder.			

PURPOSE

This policy is intended to clarify the processes and procedures which will be utilized for the delay, early dismissal, and/or cancellation of all or any part of a work day for LFUCG employees, in the event of inclement weather. The policy will set forth 1. the responsibilities for making weather-related decisions to delay, dismiss early, or cancel work; 2. official sources of information for employees about weather-related decisions to delay, dismiss early, or cancel work; and, 3. the accounting for employee work-time when work has been delayed, dismissed early, or canceled.

APPLICABILITY

This policy is applicable to all classified and unclassified civil service employees.

POLICY

Section 1 - Inclement Weather-Related Decisions to Delay, Dismiss Early, or Cancel Work

The decision to delay, dismiss early, or cancel all or any part of a work day for LFUCG employees due to inclement weather shall be made by the Mayor, or the Chief Administrative Officer (CAO) in the Mayor's absence. Work delay, early dismissal, or cancellation is defined as follows:

Delay/ Early Dismissal - Government offices are officially "open" at regularly scheduled times, but inclement weather conditions may cause employees difficulty in arriving at work on time, or cause sufficient concern about travel home that employees may be dismissed prior to the end of the regularly scheduled work day.

Cancellation - Government offices are officially "closed" for all or any part of the regularly scheduled work day, due to the severity of inclement weather conditions.

Section 2 - Employee Sources of Information About Inclement Weather-Related Decisions

A. Prior to the beginning of the regularly scheduled work day (Monday - Friday, 8:00 a.m. - 5:00 p.m.) a decision to delay or cancel work will be made by 5:30 a.m., and notice given for public broadcast to:

- WVLK - AM Radio 590
- AM Radio 1620
- WKYT-TV Channel 27
- Government Access Channel 3 - Traffic Information Network
- Public Information Office's Media Distribution List
- Internal and external LFUCG websites
- Social media
- Text Alert System/Emergency Notification System

Employees should seek information from one of these sources beginning at 5:30 a.m. when inclement weather is a concern, to learn whether or not a delay or cancellation has been announced. For work delay or cancellation prior to the beginning of scheduled work shifts other than Monday - Friday, 8:00 a.m. - 5:00 p.m., notice will be given to the same public broadcast media listed above approximately 1 1/2 hours prior to the beginning of the scheduled shift.

B. Any early dismissal or work cancellation after the beginning of a regularly scheduled work day will be communicated directly from the Mayor or CAO to department commissioners, division directors, or other appropriate supervisory personnel if during other than the regularly scheduled Monday - Friday 8:00 a.m. - 5:00 p.m. workday.

C. Each department commissioner shall work with division directors to designate "*Emergency*" and "*Non-Emergency*" personnel for inclement weather purposes. These designations are defined as follows:

"Emergency" personnel, as defined and identified within each department or division, are expected to report to and/or remain on duty regardless of any inclement weather-related decision affecting the work schedule of other government employees, unless released by the Mayor or CAO.

"Non-Emergency" personnel are expected to report to and/or remain on duty only as provided under the terms of delay, early dismissal, or cancellation of work as prescribed by the Mayor or CAO.

Section 3 - Accounting of Employee Work Time

There are many essential government functions and services that must continue to operate during inclement weather conditions. If the Mayor or CAO declares an inclement weather-related work delay, early dismissal, or cancellation, compensation for employees will be calculated as follows:

A. Work Delay and/or Early Dismissal – Scheduled Duty Assignments

In instances of work delay and or early dismissal, government offices are officially “open” for regularly scheduled hours. The work delay and/or early dismissal is treated as a grace period for Non-Emergency employees to report to work or leave work early. Emergency personnel are to report and remain on duty in accordance with regularly scheduled hours, regardless of the work delay or early dismissal, to provide for continuity of government functions and services to the public, unless released by the Mayor or CAO.

B. Cancellation of Work – Scheduled Duty Assignments

In instances where all or any part of the work day is canceled, government offices are officially “closed”, with the exception of the critical emergency functions related to relief of the inclement weather and/or related emergency situations. Only “Emergency” personnel required to discharge these functions are required to report to work.

C. Accounting of Employee Time**• Non – Emergency Personnel**

Employees not required to work during a work delay, early dismissal, or cancellation (Non-Emergency personnel) will receive pay for their normal daily schedule at the employee’s normal rate of pay. Employees should report all hours actually worked for the day on time cards and WTHR time for any hours of the day covered by a delay, early dismissal, or cancellation of work to offset the number of hours worked in the normal daily schedule. Any employees who do not report to work for their scheduled duty assignments, and were not on pre-approved leave for the day, will be required to charge such absences to appropriate accumulated leave time or, if necessary, leave without pay for that portion of the day not covered by WTHR time.

Non-Emergency personnel who volunteer to cover non-routine duties related to the inclement weather emergency (such as staffing the Emergency Operations Center), or who are asked by their supervisor to work, report to work, or stay at work will, with proper documentation from the supervisor, have their time accounted for as Emergency Personnel below.

- **Emergency Personnel**

Employees who are required to work during a work delay, early dismissal, or cancellation (Emergency personnel) will, in addition to compensation for actual hours worked (including overtime, if eligible) be allowed comparable time off from work with approval of the employee's supervisor, for their normal scheduled daily hours, **within the six month period following the work delay**, early dismissal, or cancellation. However, in no event shall time off be authorized in such a manner as will result in the payment of overtime compensation.

"Comparable time off" shall be calculated as the number of WTHR hours credited to Non-Emergency personnel in 'A' above during the inclement weather event, for which they received pay. No payment will be made for any WTHR time accrued under this policy which is not taken by the employee as comparable time off. Any employees who do not report to work for their scheduled duty assignments will be required to charge such absences to appropriate accumulated leave time (vacation, holiday, etc.) or if necessary, leave without pay.

- Employees shall not be entitled to the additional time off granted during the inclement weather event if they: were not scheduled to work; had previously approved vacation, holiday, sick, or other leave requests for the day; are on leave without pay; or are out of town on government business.