


Chief Administrative Office  POLICY MEMORANDUM	Date of Issue  February 24, 1998, October 6, 2015, November 17, 2022	Expiration Date	No.  14R
TO: ALL Divisions and Departments		Subject:  <b>INCLEMENT WEATHER POLICY</b>	
SIGNATURE: 			
COMMENTS: This policy replaces the revised CAO Policy 14R dated October 6, 2015. Please update your CAO Policy Binder.			

## **PURPOSE**

This policy is intended to clarify the processes and procedures that will be utilized for a 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; 3.) the accounting for employee work-time when work has been delayed, dismissed early, or canceled.

## **APPLICABILITY**

This policy applies to all classified and unclassified civil service employees.

## **POLICY**

### **Section 1 - Definitions**

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. 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 so employees may delay the start or 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 - 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:

Media outlets, including radio, TV and print  
City of Lexington website ([lexingtonky.gov/snowupdates](http://lexingtonky.gov/snowupdates))  
City of Lexington social media accounts (@LexingtonKyGov)  
BeReady Lexington website ([bereadylexington.com](http://bereadylexington.com))  
Everbridge notification (phone/text/email)  
DEM radio (1620AM)  
Urban County Council email distribution lists

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 a shift other than the regularly scheduled Monday – Friday, 8:00 a.m. – 5:00 p.m. workday.

**Section 3 – Who Should Report to Work During Inclement Weather**

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

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

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

The ability to telework does not impact an employee's designation of Non-Emergency or Emergency. Employees who have the ability to telework may be designated as Non-Emergency or Emergency based on the needs of the division.

**Section 4 - 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 employees designated as Emergency Personnel who discharge these functions are required to report to work or continue working.

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

Employees designated as Non-Emergency Personnel who are not required to work during a work delay, early dismissal, or cancellation will receive pay for their normal daily schedule at the employee's normal rate of pay. Employees should report REG for all hours actually worked for the day on time cards and report WTHR for any hours of the day covered by a delay, early dismissal, or cancellation of work to total the number of hours in the employee's normal daily schedule.

Regardless of an employee's ability to telework, Non-Emergency Personnel should work within the parameters defined by the work delay, early dismissal, or cancellation.

Any employee who does not report to work for their scheduled duty assignments and was 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 report to work or stay at work should, with proper documentation from the supervisor, account for their time as Emergency Personnel, described below.

**Emergency Personnel**

Employees designated as Emergency Personnel who are required to work during a work delay, early dismissal, or cancellation 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.

Comparable time off shall be calculated based on those hours worked by the employee as part of the employee's normal daily schedule during periods of work delay, early dismissal, or cancellation due to an inclement weather event as prescribed by the Mayor or CAO and which Non-Emergency Personnel are eligible to report as WTHR. Comparable time off should not exceed an employee's normal daily schedule and hours worked must occur during the work delay, early dismissal, or cancellation.

Emergency Personnel should track all comparable time off with their director or payroll coordinator and use the banked time 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.

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 employee who does not report to work for their scheduled duty assignments and was 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.

**Preapproved Leave**

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.