



# ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES

## Policy No. 811: EXTREME WEATHER AND EMERGENCY SITUATIONS

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### A. General Provisions

1. **Closing of Facilities** — In the event of extreme weather or an emergency situation, the City Manager will decide which, if any, of the City’s facilities will close.
  
2. **Compensation**
  - a. It is at the City Manager’s discretion to determine if, and how, City employees who either work or do not work under such circumstances shall be compensated. Normally, compensation will only be due as noted in the following paragraphs.
  - b. If the facility at which employees work is closed and no arrangements are made for alternate work sites or conditions, regular full-time and regular part-time employees assigned to that facility may be compensated for the hours scheduled to work during that period and shall not be charged leave. The City Manager shall set a limit on the period of time such compensation may continue.
  - c. If the facility at which employees work remains open; or if the facility is closed and arrangements are made for alternative work sites or conditions; or if the employee is otherwise considered critical to the immediate operation of the City and required to work; the employees who do not report to work may be charged with vacation leave or personal leave in order to be compensated for regularly scheduled hours of work.
  - d. Department Directors must review applicable bargaining agreements in making determinations regarding these issues.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City’s Assistant City Manager and Department Directors.

Approved:

11/11/22  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

11.14.2022  
Date

Jenny Smith  
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