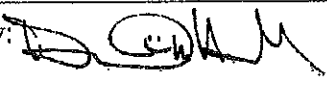
	<b>Personnel Policy</b>		<b>Conditions of Employment Adverse Weather and Emergency Conditions</b>	
	Number: Article V; Section 12	Revisions:	Effective Date: November 20, 2012	Page of 1 2
	Supersedes:		Approved By: 	

**ARTICLE V. CONDITIONS OF EMPLOYMENT**

**Section 12. Adverse Weather and Emergency Conditions**

In the event of inclement weather, including but not limited to snow or hurricanes, the Town Manager may grant employees leave with pay not to exceed 16 hours annually. If additional time is required because of continued adverse weather conditions, the employee may take annual leave, compensatory leave or leave without pay.

The Town of Swansboro has responsibility for providing emergency services. Adequate staff are required to operate these critical services seven days per week and 24 hours per day in all weather. Supervisors should designate which staff are in critical positions required to report to work regardless of weather or other hazardous conditions. In emergency situations, designated supervisors or employees may be required to report to work.

The adverse weather/hazardous conditions policy is established to be as fair as possible to all employees applying the following principles:

- a) maintain adequate staffing at all times of emergency services;
- b) provide for as much safety as possible for all employees in traveling to and from work in hazardous conditions; and
- c) not pay regular salaries to some employees for *not working* when others are required to be at work.

Town offices and departments shall remain open for the full scheduled working day unless authorization for closing or other deviation is received from the Town Manager. The Town Manager will consider the hazard of driving and water travel conditions and other relevant factors in determining whether to close Town offices to non-essential staff. All departments and offices will be given sufficient advance notice of any authorized closing of non-critical Town functions in major media. Upon authorizing a closing, non-critical staff who do not work do not get paid but may use vacation, earned compensatory time, or time without pay for the unworked hours. Employees who leave work before an official early closing time, as well as employees who report for work late or do not report for work because of hazardous conditions may also use earned

vacation or compensatory leave for days or hours not worked.

Critical staff are required to report in emergency situations and should make preparations for care of family and personal needs to allow them to report for duty when required. Any employee in a position designated as critical who does not report to work or remain at work as directed by the Board shall be subject to disciplinary action.

The Town Manager may be called to determine if the offices will be open or closed. An employee unable to work due to inclement weather may use vacation or compensatory time.