

## **CITY OF CLEVELAND, TENNESSEE**

### **INCLEMENT WEATHER AND HAZARDOUS CONDITIONS**

During inclement weather situations, the City will make every effort to maintain normal work hours to provide City services. Partial or full-day closings of City administrative offices may be authorized by the City Manager, or the designee, as a result of inclement weather causing hazardous road conditions and other emergency circumstances. The City Manager, or the designee, with consultation from the department heads will determine which departments will provide essential services during inclement weather with as much notice as possible.

If an inclement weather period is determined, the Department heads, Police Chief, and Fire Chief will determine which specific staff is essential for each event. Generally, most inclement weather periods are the times where City administrative offices are closed during usual business hours. However, during extreme inclement weather situations where there is prolonged period of time or extremely hazardous conditions related to the weather the City Manager, or the designee, and department head shall both agree to designate employees as essential during times non-usual City administrative business hours.

All designated essential employees must report for duty regardless of weather conditions. Failure to report will be considered an unexcused absence. All designated essential employees shall be paid at the regular rate of pay for all hours worked. In addition, during the period of time the City Manager, or the designee, determines the inclement weather policy is in effect, all essential employees who have worked during that period shall be given one hour of pay or compensatory time off for each hour actually worked. The City reserves the right to either give compensatory time off or pay for this additional time, depending upon the scheduling requirements of each department. If the City chooses to pay for the hours not actually worked, these hours shall not be considered hours worked for purposes of calculating overtime under the FLSA. If a department head's work schedule is impacted by inclement weather or hazardous conditions they may be compensated with only compensatory time.

All non-essential employees must report for duty regardless of weather conditions unless the City Manager, or the designee, delays the opening of, or closes their specific City administrative offices to the public due to inclement weather. If offices are closed, the non-essential employees will not report for work unless required to do so by their respective department head.

All non-essential employees shall be paid at the regular rate of pay for all regularly scheduled hours not actually worked during the inclement weather policy period determined by the City Manager or the designee. If the City chooses to pay for these hours not actually worked, these hours shall not be considered hours worked for purposes for calculating

overtime under the FLSA. Temporary full-time employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

If the department head authorizes in writing a non-essential employee to work during any part of the inclement weather policy period, the employee is entitled to pay for the regularly scheduled hours under the inclement weather policy, plus pay for the hours during that period actually worked.

Under essential circumstances, each department head may use City vehicles to assist essential employees in getting to and from work during inclement weather policy periods, but the responsibility remains with the employee to get to work.