

## **Administrative Closings**

During weather events or emergency situations, the City will make every effort to maintain normal work hours to provide services to residents. Partial or full-day closings of City administrative offices may be authorized by the Mayor or designee.

During any administrative closing situation, certain essential functions must continue, and Department Heads shall determine which employees are required to report to or remain at work, even when administrative closings are announced.

A non-exempt, non-sworn employee required to work during administrative closing hours shall be paid at one and one-half (1½) times the employee's regular hourly rate.

For non-essential employees not required to report to work due to administrative closings:

Full-time employees will be paid for such time off

Part-time employees will be paid only if normally scheduled to work that day, and only for those hours which the employee would normally work

When there is no announcement of an administrative closing, employees are expected to report to work or make other arrangements with their manager or supervisor regarding telework opportunities. Employees are encouraged to stay safe and make the best choice for themselves and their families. However, employees who leave early, report late, or otherwise cannot perform their work functions while City offices are open will be required to take PTO.

In certain circumstances, Courts or other offices under a separate authority may close to the public under a different authority other than the Mayor or designee. However, City employees in those offices will still be required to report to work unless an official administrative closing is announced by the Mayor or designee.

Employees deemed essential or required must report to work when instructed by management, and/or are required to remain at work until released by management. For non-exempt, non-sworn employees, the inclement weather pay will apply as outlined in this policy. Standard overtime rates may also apply as provided for in this EIG.