

- (h) Occupational injury and illness, training, immunization, and other records as necessary to comply with this program shall be maintained by the Personnel Official. All medical records as required under this program shall be kept confidential and not disclosed or reported without the employee's consent except as required by law.

Section 17-24. Emergency Conditions

General Provisions and Procedures:

This section outlines the provisions and procedures to be followed in the event of emergency situations, which may be defined as, but not limited to, such events as: inclement weather, civil disturbances, power outages, or any other emergency condition as determined by the Mayor. The decision to close facilities due to emergency conditions shall only be made by the Mayor. Notice will be timely given to the local media and to the general public, forwarded to all authorities, and communicated by other electronic media as appropriate. Should the emergency condition be of a long-term nature (such as severe damage to a City facility), or if the circumstances dictate varying from the above guidelines, the Mayor shall present recommendations to City Council for their approval.

Occasionally, emergency conditions caused by extreme weather may warrant the closing of the City facilities. When such conditions are thought to exist, the Mayor may seek input from designated officials in the departments of emergency management, the Department of Public Works, the Department of Public Utilities, the Department of Human Resources, and the Department of Leisure Services, and any other department which may have necessary information, to determine if facilities should be closed. Decisions regarding declaring single office locations as uninhabitable buildings will be made by the Mayor in consultation with appropriate department heads.

However, it shall be the policy of the City to make every effort to maintain normal working hours during these periods in order to continue to provide necessary services to the citizens of the City. Partial or full-day closings of City owned or leased buildings may be authorized. Prior to making any decision to close offices and release employees, careful consideration is always given in balancing the health, safety and welfare of our employees with the need to continue essential services and operations based on all available information at the time of the incident.

During Periods Where the Decision is to Remain Open:

Emergency conditions require each employee to make a personal decision regarding safety in traveling to and from the workplace. As with any unexpected absence, employees who do not feel it is safe to travel should contact their supervisor using approved methods. Employees who do not report to work during periods of emergency conditions where the Mayor has chosen to remain open and not declare a closing may use accumulated annual or compensatory time for their absences. If the employee has no annual or compensatory time, then the time absent is charged as leave without pay. Employees who make the effort and report to work within a reasonable period should not be required to use leave for that absence. To be eligible, the employee must leave for work at his normal departure time in anticipation of regular arrival time. Employees who were previously approved for leave for a portion of the emergency closing will be considered not scheduled for

work for the portion of time that was approved as leave.

During Periods Where the Decision is to Close:

There are two types of employee designations addressed below: Essential / Emergency Employees and Employees not designated as Essential / Emergency Employees:

The directive defines essential/emergency employees as: Employees who are designated as required to work when an office closing is authorized, usually in operations that must provide services around the clock. The designation of essential can depend upon the employees' duties, as well as the circumstances for the closing. Essential/Emergency full-time employees who are required to work when their offices have been otherwise closed shall be granted one additional day of personal leave per calendar year. Employees required to work from home, such as IT staff, when office closing is authorized will be granted leave.

The directive defines non-essential/non-emergency employees as: Employees who are not required to work when an office closing is authorized. Occasionally, non-essential employees may be required to work if skeleton crews must be maintained or if specific work must be performed to meet deadlines.

Notification of Essential/Emergency Employees:

Department heads must decide which of their essential/emergency functions must continue and which employees must remain at work, even when closings are announced.

Annual notifications of essential/emergency designations will be provided in writing to those employees who can reasonably be expected to be designated as essential at some point during the year (see attached). Department heads should also remind employees who are designated as "non-essential/emergency" that their status may temporarily change depending on the timing, nature and scope of the disruption.

It is important to point out that the definitions include the words "usually" and "occasionally" (emphasis added in the previous paragraphs). Since every disruption is unique, managers should expect to evaluate each situation as it arises and determine which employees may be essential, given the circumstances. Employees may be deemed essential for a specific event. Managers should be trained and prepared to quickly communicate with the Human Resources Department and their employees in disruptive circumstances.

Examples of Essential/Emergency Employees:

The designation of essential/emergency depends on an employee's duties as well as the circumstances for the closing. It is important that effective communications occur between supervisors and employees in circumstances where an employee may not always be deemed an essential/emergency employee.

Example 1: A custodial worker assigned to City Hall building.

This employee may be essential to clear snow from sidewalks and steps around City hall buildings. The employee may be required to report on time and may be designated as essential for delayed openings. However, the employee may not be essential if the Mayor declares a state of emergency and offices are closed.

Example 2: A clerical employee with a deadline responsibility

This employee may have the responsibility to perform a certain task on a certain day. On the day this task must be performed, the employee may be essential. However, on any other day, the employee may not be essential.

Example 3: Employee responsible for payroll administration.

This employee may be essential in all cases to ensure payroll is processed.

Example 4: Public Safety Positions and Public Works

These employees most likely have job responsibilities to be performed during periods of inclement weather or closure. These positions are typically referred to as emergency types or essential types of positions for the City.

Example 5: Department Heads

These employees are required to be at work during inclement weather or emergency situations. If that is not possible, they must be able to communicate with all employees within their departments to provide updates.

Example 6: Employee responsible for a specific event.

In the case of an event where departments must utilize employees and designate essential/emergency for the event.

IT Badges for Essential/Emergency Employees:

As a reminder, employees who are expected to be designated as "essential/emergency" at some point during the year must be provided with special access to the buildings if the offices are closed. In the case of City Hall, the Chief Information Officer must be made aware of the employee's need to access the building, if not designated usually as an essential / emergency employee.

All Other Employees not designated as Essential/Emergency Employees:

When the Mayor has decided to declare an emergency closing, employees other than those who work as essential/emergency employees (see below) and are on the active payroll shall be excused from work and granted time off from work with pay for any scheduled work hours.

Employees on previously approved leave during the affected period must continue to charge the appropriate leave and will not be eligible for discretionary leave for this time. Temporary/seasonal part-time employees are paid for hours worked and are not eligible for time off from work with pay.

Regular part time employees will be affected on a pro rata basis in each of the provisions above.

Attachment:

Sample Written Notification for Essential
Employees To: (Employee Name)

From: (Employee Supervisor)

Subject: Essential Function Notification

The City may have to suspend operations due to events like severe weather, natural disaster, fire, or related hazard. When the City suspends operations only employees in positions that have been designated as performing an essential service report to and/or continue working. All other staff stays at or returns home until the operational suspension is lifted.

The position you hold as a (job title) is considered essential (choose one: under all circumstances/under certain conditions) and you are expected to continue to work (choose one: at any time the City suspends operations or under the following circumstances: [explain]). The essential business you perform is (essential service)

(Adding specific information about what the employee should do if there is unusual difficulty getting to work or if the employee's ability to work is affected by emergency childcare responsibilities or ill or injured family members).

Please let me know if you have questions about your responsibilities during suspended operations.

I have reviewed the notification with the employee, explained that their position is considered essential and procedures to follow during an operational suspension.
Supervisor signature: _____ Date: _____

I understand that my position is designated as essential (and under what conditions), and that I am to continue working during operational suspensions.
Employee Signature: _____ Date: _____