

Municipality	First Name	Last Name	Recipient Email	Would you please briefly describe your city or town's inclement weather policy?	Policy Document Uploaded	If your city/town operations are closed on an inclement weather day, would you please describe below how you compensate your non-exempt, essential employees if they are required to work?	Is there anything else about your inclement weather policy that you'd like share with us?
Chattanooga	Mande	Lawrence	alawrence@chattanooga.gov	See policy document	Administrative Closings.pdf	See attached. Non-exempt get time and 1/2 for hours worked. Job classifications distinguish who is essential.	The thing missing from our policy is those who have already prescheduled PTO on that day and whether or not they have to use it.
Clarksville	Tessa	Luntz	tessa.luntz@cityofclarksville.com		Personnel Policy Inclement Weather 96-1.pdf		
Cleveland	Kimberly	Miller	kimmiller@clevelandtn.gov		CITY OF CLEVELAND INCLEMENT WEATHER POLICY.pdf	They are paid double time for hours worked while City hall is closed for weather	
Collierville	William	Burke	bburke@colliervilletn.gov		14.29 Adverse Weather Policy 20230130.pdf	double time pay	
Columbia	Wanda	McClain	wmclain@columbiatn.com	See policy document	506 Inclement Weather Leave.docx	Columbia	
Gallatin	Courtney	Cangemi	courtney.cangemi@gallatintn.gov	Mayor may close non-essential operations. Essential operations are still expected to	RULE 17-24 Emergency Conditions.pdf	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.	
Johnson City	Melanie	Rice	mrice@johnsoncitytn.org	If the City closes during the workday, non-essential staff are sent home and are paid for the remainder of their shift. If they did not come into work at all, they can take vacation, comp. time, or a floating holiday.		They are paid their regular rate.	
Kingsport	Tyra	Copas	TyraCopas@KingsportTN.gov	All employees in positions deemed essential by the City shall come to work during inclement weather or other emergency conditions. It is appropriate to inform an employee during the hiring or promotional process that such position is essential and what the expectations are concerning inclement weather attendance.		Non-Essential Positions – Voluntary and Involuntary Absences Voluntary Absence: All employees in positions that are not deemed essential by the City may determine that it is not in their best interest to travel to work for the day due to unsafe travelling conditions. If an employee makes this decision, they shall notify their supervisor and may use any accrued vacation leave, accrued compensatory leave, or elect to use leave without pay to cover lost time. If an employee decides during the course of a work day that the weather is becoming unsafe for travel and requests to leave for the day, they shall obtain permission to leave from their supervisor and may use any accrued vacation leave, accrued compensatory leave, or elect to use leave without pay to cover lost time. Sick time may not be used to cover the absence. Involuntary Absence: If City offices are closed by action of the City Manager or designee for all or part of the work day, all employees in positions that are not deemed essential by the City Manager or Department Director shall not travel to work on that day, or shall leave work for the day. Such employee may use any accrued vacation leave, accrued compensatory leave, or elect to use leave without pay to cover lost time. Sick time may not be used to cover the absence.	
La Vergne	Andrew	Patton	apatton@lavergetn.gov	The City Administrator makes the call on if the city offices will be closed due to inclement weather. If closed, all employees scheduled will receive admin pay for that shift.		All scheduled employees get paid admin pay totaling the amount of their scheduled shift. Those who have to work also log their time for additional compensation	

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Mt. Juliet	Lynn	Gore	lgore@mtjuliet-tn.gov	Essential Personnel are required to come to work. If the City decided to close the Administrative Offices because of weather, they would be paid for their normal hours. Nothing extra is paid to essential employees.		They will get paid their normal pay for hours worked.	
Nashville	Leslie	Schuster	leslie.schuster@nashville.gov	Civil Service Policy is attached; informally, since we are used to remote work and hybrid schedules, many employees work remotely from home (if able) during inclement weather.	Metro Nashville Inclement Weather Policy.pdf	Pay is the same as usual; regular pay for normal shift; overtime if applicable.	
Smyrna	Jeff	Craig	jeff.craig@townofsmyrna.org		Inclement Weather Policy 2016.docx	Any essential employees are paid like any other scheduled workday.	