

PERSONNEL POLICY 96-1

1. SUBJECT: City of Clarksville Facility Closure

2.PURPOSE: To establish uniform procedures for work schedules in the event of the temporary closure of a City facility.

3.APPLICABILITY: All City of Clarksville employees.

4. REFERENCES:

- a. Telecommuting Guidelines
- b. Leave of Absence Policy Sec. 1.5-607 of the Clarksville City Code

5. POLICY STATEMENT: The purpose of this policy is to clearly establish guidelines for the City of Clarksville to provide continuity of services while protecting the health, safety and welfare of employees in the event of a temporary City facility closure.

6.DEFINITIONS:

Essential Personnel - Sworn and unsworn employees essential to operational continuity of City services. The determination of who is an Essential Employee is made by the employee's supervisor in consultation with their department head.

Non-essential Personnel - Employees who are unable to or have not been approved to work remotely and are not essential to the operational continuity of City services on a short term basis.

Telecommuting Personnel - Employees who are able to and have been approved by their supervisor to work remotely pursuant to the City of Clarksville's Telecommuting Guidelines.

POLICY :

a. Occasionally, emergency conditions may warrant the closing of some City facilities. When such conditions are thought to exist, the Mayor or their designee may seek input from various City departments to determine whether City offices should be closed. The decision to close City offices shall only be made by the Mayor or their designee.

b. If City offices are closed due to emergency, employees, other than: (1) essential personnel, (2) telecommuting personnel who were scheduled to telecommute on that particular day, or (3) those who may be required by their department head to work, shall be excused from work and granted discretionary leave with pay. Telecommuting personnel scheduled to work in the office on the day that City offices are closed, shall be excused from work and granted discretionary leave with pay. However, for telecommuting personnel not scheduled to work in the office on, the department head will have the discretion to either allow the employee to be excused from work

and granted discretionary leave with pay or require the employee to work remotely.

THIS POLICY IS SUBJECT TO REVISION WITHOUT NOTICE.

OFFICIAL DOCUMENT

APPROVED BY THE CITY COUNCIL: MARCH 7, 1996

EFFECTIVE DATE: MARCH 7, 1996

REVISED: _____

WILL WYATT, HUMAN RESOURCES DIRECTOR