



## Human Resources Policies and Procedures Adverse Weather

Policy #: 14.29  
Policy Date: 03/05/2021  
Revision Date: 01/30/2023

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### Policy

In the event of adverse weather conditions, the Town Administrator will make the determination as to whether or not to keep facilities open. In the event facilities remain open, all town employees are expected to report to work. Employee safety is very important, but the town also recognizes the obligation to provide uninterrupted town functions and services to our citizens on a reliable schedule.

### Scope

This policy applies to all TOC employees **except fire service and police employees**.

- Fire Service employees are to follow the Collierville Fire Department's Adverse Weather Policy.
- Police employees are to follow the Collierville Police Department's Adverse Weather Policy.

### Guidelines

#### Emergency Weather Conditions – Facilities Open

In the event that emergency weather conditions prevent an employee from coming to work or will require the employee to be late for work, the employee should contact his/her supervisor prior to the beginning of his/her scheduled workday, but no later than 30 minutes after the regular scheduled shift start time.

#### Pay for Emergency Weather Conditions – Facilities Open

- Non-exempt employees who are unable to report to work by their regular starting time due to emergency weather conditions and who report for work no later than 2 hours after the start of their scheduled shifts will be paid for all hours in those scheduled shifts.
- Non-exempt employees who report for work more than 2 hours after the scheduled start of shifts will be paid only for actual hours worked.
- Non-exempt employees who are unable to report for work due to emergency weather conditions and notify their supervisors within the designated time period will have the option of using an available vacation or comp day in order to be paid. If vacation or comp time is not available, the day/hours will be unpaid.
- Non-exempt employees who fail to contact their supervisors or department heads to notify them of their absences that day will not be paid for the absences. In the unlikely event there is a total telecommunication infrastructure failure making contact impossible, TOC will assume the employee would have contacted his/her supervisor and he/she will be paid using an available vacation or comp day.
- Exempt employees who are unable to report for work due to emergency weather conditions and who notify their supervisors within the designated time period will be paid their normal rate of pay as long as they worked all other scheduled times during the remaining days of the week.

#### Emergency Weather Conditions – Facilities Closed

In the event that emergency weather conditions result in the closing of town facilities, all employees will be paid for regularly assigned work hours that occur while facilities were closed. Employees who respond to call outs during facility shutdowns will be compensated according to their departments call back policy.



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### **Responsibilities**

#### ***Department Heads, Managers, Supervisors***

1. Will ensure their department is in compliance with this policy.

#### ***Employees***

1. Notify manager no later than 30 minutes before the beginning of your regularly scheduled shift if adverse weather conditions necessitate your being late or absent from work.
2. Record absence or tardiness for adverse weather conditions in the time system used in your department.