

Inclement Weather

Number: B-6

Revision:

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1.0 POLICY

The Town of Carolina Beach does not close for inclement weather and employees are expected to be available as needed or as scheduled.

2.0 PURPOSE

Town services must continue to operate at all times including periods of severe inclement weather. Some operations may work an abbreviated schedule; others may temporarily cease specific operations. However, many services become more critical during poor weather conditions. There are times when employees will be called in to work at times that differ from their normally scheduled work hours to staff Town operations. During such conditions, employees may be required to work extended hours or times outside of their regularly scheduled working hours to staff Town operations.

3.0 SCOPE

This policy covers all Town employees in all Town departments.

4.0 DEFINITIONS

- 4.1 Inclement Weather - Weather conditions that make travel to and from work especially difficult. Typically this is as a result of unusually severe weather situation.
- 4.2 Benefit-Eligible - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage.
- 4.3 Other (not Benefit-Eligible) Employee - An employee assigned to a position designated roster, seasonal temporary, or who is eligible for salary and mandated benefits only.
- 4.4 Exempt Status - Employees who are exempt from the minimum wage, overtime, and record-keeping requirements of the FLSA.
- 4.5 Non-Exempt Status - Employees who have not been specifically exempted from the minimum wage, overtime, and record-keeping provisions of the Fair Labor Standards Act (FLSA) under the definitions of an Executive, Administrative, Professional, Computer or Outside Sales employee.
- 4.6 Essential Personnel- An employee whose job responsibilities require that he be at work regardless of weather conditions to directly provide immediate essential service to the public or provide direct leadership or support to those who do.

5.0 ORGANIZATIONAL RULES

- 5.1 General Provisions
 - A. The Town Manager or designee will declare that the Inclement Weather Plan is in effect by announcing that Town offices will open at some time other than 8:00 am and/or close at some time other than 5:00 pm.
 - B. All Essential Personnel are expected to be at work at scheduled times, not at the time of a delayed opening. The scheduled time may be different than the employee's normal work schedule.

C. Employees not designated as Essential Personnel may, during a declared weather emergency, report to work by the opening time designated by the Town Manager or leave at an early closing time designated by the Town Manager and still be considered as having worked their entire normal duty day.

1. Those who do not report to work at all will be charged vacation leave or leave without pay or may use compensatory time for all hours missed during a normal work day.

2. Employees reporting after the starting time designated by the Town Manager will be charged leave for the hours missed after the designated starting time.

3. Exempt employees may not be charged leave without pay in increments of less than a whole day.

4. Other (not benefit-eligible) employees will be paid only for the actual hours they work.

▪ 5.2 Departmental Provisions.

A. Each department, especially one offering direct public services, may develop more detailed policies regarding attendance during inclement weather. In addition to basic attendance requirements this may include, but is not limited to, the department's approach to the use of Town vehicles for employee transportation, alternate work site reporting, permitted telecommuting/home assignments and staggered reporting times for Essential Personnel.

B. Each department is responsible for determining which employees are Essential Personnel and for communicating the designation to each employee.

C. Employees are expected to update their departments regularly in advance if personal circumstances, such as the care for small children or elderly parents, prevent them from fulfilling their duties should their services be needed during an irregular inclement weather schedule.

D. If a Department Director, with the Town Manager's approval, chooses to close a facility or program early or directs employees to not report to work, the employees will not be charged leave for the hours not worked on the designated Town inclement weather schedule.

E. Departments may, if feasible, allow employees to make up time missed due to the weather provided that, for non-exempt employees, the time is made up in the same work week.

6.0 PROCEDURES

- 6.1 Departments will communicate any departmental inclement weather policies to employees prior to implementation of the inclement weather policy, preferably in writing.
- 6.2 Departments will inform employees if they are considered Essential Personnel prior to the traditional inclement weather season. Changes to this status should be communicated when the change is made.
- 6.4 Employees will inform the immediate supervisor if they have a personal or family situation that would impact their ability to meet the Town's expectations for attendance in inclement weather.

7.0 APPENDIX, APPENDICES

None