

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-09-61 LGL 2009-21
TITLE: COMPENSATION DURING INCLEMENT WEATHER / EMERGENCY CLOSURE EFFECTIVE DATE: April 23, 2009 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The City is simultaneously a major employer and the agency responsible for providing many crucial services in inclement weather situations. The City has a responsibility to its employees as well as the citizens when conditions become hazardous. This policy describes how the City will handle compensation and staffing in these situations where certain City functions have been closed.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy applies to all City employees in all City divisions and departments not performing emergency essential services

3.0 REFERENCES

None

4.0 DEFINITIONS

- 4.1 “Emergency Essential” City services during inclement weather include, but may not be limited to police and fire protection, emergency communications, water, wastewater, refuse, streets and fleet service functions. Official closing of City offices does not apply to employees performing these services.
 - 4.1.1 The Management Information Services Director and the Accounting Director may designate certain services within their departments as “emergency essential services”.
- 4.2 “Emergency Non-Essential” City services for the purpose of this policy include City departments located in City Hall with the exception of those departments listed in paragraph 4.1.
- 4.3 “Inclement Weather Situation” is generally one in which snow, ice or other conditions present a significant hazard to employees and customers in getting to and from City facilities.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane that unless otherwise directed by the Mayor, the City is open for business to deliver municipal services during all scheduled and published hours of operations. Employees, unless otherwise directed, are expected to be at work as scheduled, regardless of weather conditions or other emergency situations.
- 5.2 All City employees will be designated as “emergency essential” or “emergency non-essential” to ensure municipal services and operations are delivered and that employee attendance and pay are in accordance with this policy and procedure.
- 5.3 Each department director has the responsibility to designate existing and future employees as “emergency essential” or “emergency non-essential” and shall submit a report indicating such designation to the Human Resources Director by the first business day of October each year.
- 5.4 The Mayor of the City of Spokane retains authority to determine when inclement conditions warrant suspension of “emergency non-essential” services. The Mayor may choose to delegate this authority.

6.0 PROCEDURE

6.1 Pay When No Suspension of Services Has Been Declared

- 6.1.1 If an employee is late or cannot report to work and has satisfied his/her supervisor the weather conditions prevented him/her from reaching his/her regular work location as scheduled, supervisors, will allow the employee to use accrued paid leave (except for illness leave). NOTE: Collective Bargaining Agreement language will apply.
- 6.1.2 Time off under this section must be requested and approved by the employee's immediate supervisor or the person the employee would normally contact for time off. Requests will be honored provided the circumstances reasonably justify the employee's concern and the employee's presence is not required for emergency essential services.

6.2 Pay During Suspension of Services

6.2.1 Emergency Essential Personnel:

- a. Emergency essential personnel are expected to remain and/or report to work at all times that they are officially scheduled to work. Management information services and departmental and City-wide payroll functions may be designated "emergency essential" by either director.
- b. Department directors deeming it necessary to require certain other employees to work during any hours of an official closing shall be responsible for establishing procedures to ensure notification to those employees that they are to report to work.
- c. Employees designated as "emergency essential" will be required to use accrued paid leave (except illness leave) for absences on days of closure. Employees may however apply for emergency leave through their operational department. If no paid leave is available, employees will be placed on unpaid leave for absences on days of closure.

6.2.2 Emergency Non-Essential Personnel

- a. When the determination is made to close a facility, on duty regular and project employees will be paid for the remainder of their scheduled shift and paid leave need not be charged.

- b. If the closure is announced in advance of the work day and employees do not report on that basis, regular and project employees will remain in paid status for up to three (3) days. The Mayor may authorize an extension of paid emergency leave beyond three (3) days depending on circumstances. If the Mayor does not authorize such extension, after three days employees may use accrued paid leave (except for illness leave).
- c. Temporary/Seasonal employees not working will not be paid during a closure.


7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy and procedure.

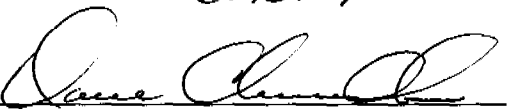
8.0 APPENDICES

None

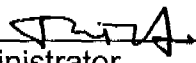
APPROVED BY:


 City Attorney (ASST)

3-26-09
 Date


 Director - Human Resources

3/27/09
 Date


 City Administrator

4/8/09
 Date