

Inclement Weather Required Service Employees FAQs

- **What does “Required Service Positions” mean and is that me?**

Required Service Positions are those positions the City has designated as necessary even in the event that City facilities are closed. These positions are ones that are necessary for the safety of the City or to assist in restoring operations to the City as a whole. Each year Department Directors in conjunction with Human Resources review the list of positions and determine which positions are designated as Required Service Positions. The City Administrator approves the final list. Employees are then notified of the Required Service Position status.



- **What is the expectation for a Required Service Employee?**

Employees in Required Service Positions are expected to report to work as scheduled, or when called in, prior to or during inclement weather events, if they can safely do so. While the general operations of the City may be closed, Required Service employees are needed to ensure the safety and security of residents and others in the City.

- **I heard a rumor that Required Service Employees earn Special Earned PTO for working during inclement weather events. Is this true?**

Non-Exempt (hourly) Full Time Employees who are designated as Required Service employees and work during an inclement weather event may earn “Special Earned PTO” time. For each hour worked during an inclement weather event outside of the Required Service employees normally scheduled shift, they may earn half an hour of “Special Earned PTO” time up to a maximum of eight (8) hours per inclement weather incident. The amount of “Special Earned PTO” hours may change with recommendation from the Director of Human Resources and approval from the City Administrator based on a particular inclement weather incident. Special Earned PTO time may be used during absences from work such as vacation but is not paid out when an employee leaves employment with the City.

- **What happens if I’m a Required Service Employee and had pre-approved PTO or Sick time scheduled?**

Generally, if you had pre-approved PTO or Sick time, you will be authorized to take that time. There may be circumstances where a Required Service Employee is called in on pre-approved PTO but the City tries to limit this unless a business necessity.

- **What happens if I’m a Required Service Employee and am unable to report to work as scheduled?**

Any employee holding a Required Service Position who fails to report for scheduled or called duty during a period of inclement weather shall be required to provide her/his Department Head a written statement, including any justification and/or documentary evidence, detailing their inability to report for duty. The Department Head will conduct a case-by-case analysis in order to determine whether the employee’s absence is authorized, or whether disciplinary action is to be taken for failure to report for assigned duty. If the employee’s absence is deemed to be authorized, the same provisions above regarding use of PTO, compensatory time, make up of missed hours, or Leave Without Pay shall govern their absence.

Examples:

- A Required Service employee is required to report to work when City facilities are closed for the entire day. The employee normally is scheduled to work 7:00AM – 4:00PM but the employee does not finish their shift until 8:00PM. The employee is paid for the hours worked plus earns two (2) hours of Special Earned PTO time.
- A Required Service employee is normally scheduled Monday – Friday from 8:00AM – 5:00PM. An inclement weather event happens and they are required to work 8:00AM – 8:00PM on Sunday. The employee will be paid the hours that they worked and earn six (6) hours of Special Earned PTO time.
- A Required Service Employee is unable to report to work during an inclement weather event due to their driveway and streets out of their subdivision being blocked by large downed trees. The employee contacts their supervisor immediately upon being aware of the situation and requests to not report on this day. The employee takes photos of the trees and does not report to work due to the trees. When the employee returns to work, they provide a written statement with the photos to their Department Head. If it is determined that the employee was not able to report for Required Service, the employee may submit PTO or comp time to cover the absence on this date.

Want more information? Review Human Resources Policy 1.26 Inclement Weather

Employees Not Designated as Required Service Employees FAQs



INCLEMENT WEATHER FAQ

- **What happens when the City Administrator determines it is necessary to close City facilities and/or program?**
When the City Administrator announces that City facilities are closing during the normal work day and has authorized Inclement Weather Pay, those employees who are not designated as Required Service Employees may end their work day at the determined time. Full Time Employees will be paid for the time that they worked that day and receive Inclement Weather Pay for the remaining of the time they were scheduled to work that day. Part Time Employees will be paid for the hours that they worked.
- **What if I need to leave before the announcement is made to close facilities?**
If a Full Time Employee decides they need to leave prior to an announcement of City facilities closing, they may use PTO or Comp time to cover the remainder of their normal work day.
- **What if I had PTO or Sick Leave scheduled for a day that the facility is closed or is closing early?**
If employees were scheduled to be out of the work on pre-approved PTO, Sick or Comp time, they will their pre-approved time as scheduled regardless of when City facilities close.
- **I work a flex schedule. How will the closing and Inclement Weather Pay impact my pay?**
The intention of Inclement Weather Pay is to make employees whole based on their scheduled normal work day when City facilities close. For employees who have a flexible schedule, they will be made whole for the time they were normally schedule to work. For employee who are telecommuting on a day that City facilities are closed or closing early, they will be expected to work their normally scheduled work day at their normal telecommute location.

Examples:

- The City Administrator decides to close City facilities due to Inclement Weather at 2:00PM on Tuesday. The employee normally works from 7:00AM-4:00PM and leaves at 2:00PM this day. The employee receives pay for the hours they worked and 2 hours of Inclement Weather Pay. If the employee was normally scheduled to work 9:00-6:00PM and left at 2:00PM, they would receive 4 hours of Inclement Weather Pay.
- The City Administrator decides to close City facilities due to Inclement Weather at 3:00PM on Tuesday and announces it at 2:00PM. The employee normally works from 8:00AM-5:00PM and leaves at 1:00PM this day. The employee will need to use 4 hours of either PTO or Comp time to cover this absence. If the employee decides to leave at 2:30PM after the announcement at 2:00PM, the employee will need to use PTO or Comp time to cover the time between when they are leaving and when City facilities are expected to close. In this case they will need to take 30 minutes of PTO or Comp time.
- An employee was scheduled and approved to use eight (8) hours of PTO for Tuesday. Due to inclement weather, City facilities close at noon. The employee will use their eight (8) hours of PTO.
- An employee works a flex schedule (four 10-hour days, 7:00AM – 6:00PM, Monday through Thursday). Inclement weather happens on Thursday afternoon and City facilities are scheduled to close at 3:00PM. After the announcement is made, the employee requests to leave at 2:30PM. The employee will use thirty (30) minutes of PTO or comp time and receive three (3) hours of Inclement Weather Pay. City facilities are closed on Friday as well. The employee receives no Inclement Weather Pay as this was not a normal workday.
- An employee's normal workday is 7:00AM – 4:00PM. City facilities are opening at 10:00AM. The employee reports at 10:00AM and receives three (3) hours of Inclement Weather Pay. On the same day, an employee whose normal workday is 10:00-7:00 comes to work as scheduled at 10:00 and receives no Inclement Weather Pay.
- Inclement weather is pending, the employee requests to telecommute for that day and is approved. The employee's normal schedule is 8:00-5:00. City facilities close at 3:00PM. The employee is expected to continue to telecommute until 5:00PM since their work facility (generally their home) has not been impacted by the facility closings.
- City Facilities are opening at 9:00AM and the employee's normal workday is 8:00-5:00. The employee calls their supervisor and requests to not report until 10:00 due to their commute. The employee will receive one (1) hour of Inclement Weather Pay and need to use one (1) hour of PTO or comp time or make up the missed hour in the same workweek.

Want more information? Review Human Resources Policy 1.26 Inclement Weather