

## Inclement Weather

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- 1.0 POLICY STATEMENT:** The City wants to ensure the safety of employees during inclement weather when traveling to or from the work site.
- 2.0 PROCEDURES:** When weather conditions appear to be so severe that an employee fears his/her safety in traveling to or from the work site, he/she may be absent with leave if the following provisions of this policy are met.
- 2.1 The employee informs their immediate supervisor, as soon as possible, that he/she is unable to make it to work or return home safely.
  - 2.2 The employee reports to work immediately should the weather conditions change allowing safe transportation to the work site.
  - 2.3 The employee shall deduct the missed workday (or portion thereof) from accumulated compensatory time, and if none, vacation leave in this order. If no leave time is accrued, then time off will be leave without pay. The reporting of this leave shall follow the same requirements as other leave.
  - 2.4 This policy is meant for those who are in immediate or pending danger only due to weather conditions. Employees found to be abusing this policy shall be subject to disciplinary action.
  - 2.5 This policy does not apply to employees designated by their department director as essential service personnel.
- 3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the communication of this policy. Department Directors are responsible for complying with the policy.

APPROVED:

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M. Denis Peterson  
City Manager

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Revisions: