

City of Topeka Policy

Declaration of Inclement Weather

DECLARATION OF INCLEMENT WEATHER POLICY

Purpose: To establish a policy on the declaration of inclement weather, time and leave.

Applicability: To all city employees.

Effective Date: March 1, 2006

1. PURPOSE

In the event of inclement weather, the City Manager may issue a Declaration of Inclement Weather for the entire City. Only the City Manager or the City Manager's designee has the authority to issue a Declaration of Inclement Weather for the City of Topeka employees.

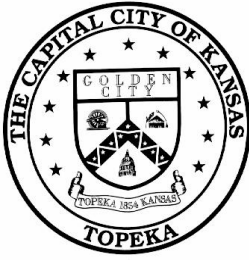
2. DECLARATION OF INCLEMENT WEATHER

A. In the event of a Declaration of Inclement Weather, the City will close for non-essential city employees during the period of Inclement Weather. Benefit-eligible, non-essential employees who are scheduled to work shall be placed on Inclement Weather Leave.

B. The Declaration of Inclement Weather will be communicated by the most practical means available at the time and will include beginning and ending times.

C. Departments are directed to develop and maintain a plan detailing how they will provide essential services to the public in the event of inclement weather. For each department, the plan shall outline the following:

1. Procedures to be followed in the event of inclement weather;
2. Employees designated as essential by the department;
3. Contingency plan when an essential employee is unable to report to work due to inclement weather; and a
4. Communication plan for notifying employees of a Declaration of Inclement Weather should a declaration be issued by the City Manager. Departments should take measures to insure that their notification procedures are secure.



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3. TIME AND LEAVE

- A. Employees should record paid leave covered by this policy using the Inclement Weather Leave earnings code, which is IW for both exempt and non-exempt employees.
- B. Those employees who work during a Declaration of Inclement Weather will receive compensation at the same rate of pay the employee would have received had there not been a Declaration of Inclement Weather.
- C. The provisions of this policy will not affect employees who received prior approval for authorized leave during the period covered by the Declaration of Inclement Weather.

4. NO DECLARATION OF INCLEMENT WEATHER ISSUED

- A. If any employee determines they cannot report to work due to weather conditions and a Declaration of Inclement Weather has not been issued, the employee should follow their own departmental policy for reporting their absence.
- B. Employees not reporting to work, reporting to work late, or leaving early due to weather when a Declaration of Inclement Weather has not been declared will be expected to use vacation leave, accrued compensatory time, or leave without pay. At the discretion of the department, employees may make up missed work time within the workweek. This policy does not affect the requirement that exempt employees must report leave in full-day increments.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO INCLEMENT WEATHER.

Approved:

Neil Dobler, Acting City Manager
February 15, 2006