

	<i>Administrative Regulation</i>	Policy #:	12.03
	EMERGENCY FACILITY CLOSURE	Effective:	02/14/2022
		Revised:	01/28/2026
		Owner:	Human Resources

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

PURPOSE:

This regulation describes the roles and responsibilities of employees before, during, and after severe weather events, ***facility closures***, and other ***emergency incidents***.

SCOPE:

This regulation applies to any individual employed directly by the City, including temporary or limited duration employees, who is directly supervised by the City while performing duties on behalf of the City. These individuals are collectively referred to as "employees" in this regulation.

POLICY:

Except for regularly scheduled holidays, the City Hall business offices will be open for business during normal business hours. Should circumstances arise beyond our control, such as ***inclement weather***, a national crisis, or other emergency that makes one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager or designee will decide whether City facilities will close.

The City recognizes that each employee’s ability to safely reach work may differ. Employees who cannot safely report to work must notify their supervisor as soon as practicable.

If a facility is closed but the employee is able to ***telework***, the employee may be required to do so with prior approval from their manager or supervisor.

Essential personnel are required to report to and remain at work during ***facility closures*** until properly relieved. ***Essential personnel*** are generally defined within this regulation; however, an ***emergency incident*** may require the City Manager or department directors to temporarily designate non-essential employees as essential.

Essential employees may be assigned to their usual duty stations, alternate duty stations, or other locations as determined by their supervisors, or managers.

PROCEDURE:

1. Decision to Close Offices

- a. The decision to close City Hall or other City facilities will be made by the City Manager or designee and communicated to employees.
- b. Circumstances that may warrant closure include, but are not limited to:

- (1) Snow, ice, or freezing rain significantly impacting safe travel;
 - (2) Loss of electricity or critical utility services;
 - (3) Heating, ventilation, or air conditioning failure;
 - (4) Flooding affecting transportation access;
 - (5) A gubernatorial weather emergency advisory;
 - (6) A declared statewide public health emergency;
- c. The City Manager or designee will declare the status of operations as:
- (1) Not opening;
 - (2) Opening later than 8:00 a.m.; or
 - (3) Closing earlier than 5:00 p.m.
- d. Notification may occur through department leadership, the City's website, emergency alerts, social media, or local media when practicable.

2. Coding of Time

A. Employee-Initiated Absences

- a. An employee who is unable to return to work, arrives late, or leaves early due to *inclement weather* when no City closure has been declared may use:
- (1) Accrued vacation or Paid Time Off (PTO);
 - (2) Floating holiday;
 - (3) Compensatory time; or
 - (4) Leave Without Pay (LWOP).

B. City-Declared Closure

- a. When the City declares closure:
- (1) During Working Hours:
If a closure occurs while the employee is at work and the employee cannot *telework*, the employee will be released with regular pay for the remainder of the scheduled workday.
 - (2) Outside Working Hours:
If closure is declared outside the employee's regular work hours and at least two (2) hours' notice is provided, employees who cannot *telework* or are not designated essential may elect to use accrued leave or take LWOP.

C. Leave Bank Flexibility

- a. During declared closures or severe weather events, employees may elect to take leave without pay without first exhausting accrued leave balances.

3. Attendance Requirements

- a. When the City delays opening, employees are expected to report at the designated start

time.

- b. Supervisors may excuse tardiness or early departures when *inclement weather* affects travel conditions.
- c. Essential employees must notify their supervisor or designee if circumstances beyond their control prevents them from reaching their assigned posts.
- d. In schools are closed and the City remains open or delayed, a non-essential employee with primary caregiving responsibilities for children under the sixteen (16) years of age may request vacation, PTO, or LWOP.
 - (1) Requests must be made prior to the start of the shift when adverse weather is forecasted.
- e. At the discretion of the department director, essential employees in critical positions may be temporarily reassigned to alternative shifts to accommodate childcare needs.

4. Flextime and/Alternative Work Schedules

- a. When ***emergency conditions*** exist without closure, non-exempt employees may adjust schedules to make up missed time within the same workweek with supervisory approval.
- b. Adjustments must comply with City policies, applicable collective bargaining agreements, and may result in additional overtime payments.

DEFINITIONS:

Emergency Conditions:

Circumstances beyond the City's control that disrupt normal operations or create a risk to employees or public safety, including but not limited to inclement weather, natural disasters, public health emergencies, utility failures, or declared emergencies.

Emergency Incident:

A specific, unplanned event that disrupts normal City operations or poses an immediate risk to employees or public safety, including but not limited to facility damage, utility failure, hazardous conditions, evacuation orders, or public safety threats.

Essential Personnel:

Includes, but is not limited to, Police, Fire, DPW Operations, and Information Technology. Essential Personnel means employees who provide essential services for the continued operation of critical City functions, including preparedness for, response to, and recovery from emergencies. Designation may be permanent or temporary based on operational needs.

Facility Closure:

A temporary suspension, delay, or curtailment of operations at one or more City facilities as authorized by the City Manager or designee due to inclement weather, emergency conditions, or other circumstances affecting safe access or operations.

Inclement Weather:

Weather conditions that make travel hazardous for employees or pose a risk to employee or public safety, including but not limited to snow, ice, flooding, or severe storms.

Non-Essential Personnel:

Employees designated by department directors and the City Manager whose services are not required to maintain critical operations during emergency closures or other severe conditions.

Telework:

The performance of assigned job duties at an approved alternative work location, typically the employee's residence, using City-approved equipment and systems, when authorized by a supervisor or manager.

RESOURCES:

Administrative Regulations:

- [Attendance](#)
- [Alternative Work Schedules](#)
- [Paid Time Off](#)
- [Sick Leave](#)
- [Telework](#)
- [Vacation](#)