

	City of Cedar Park Human Resources Policy Manual		
	Inclement Weather, Natural Disasters, and Emergencies		
	Number: C-4	Revision: 2	Effective Date: 01/06/2022

1.0 Policy

The City is responsible for essential public services that due to their critical and direct impact on public safety and health, must be continued regardless of weather conditions, natural disasters, or emergencies. This policy defines the City’s procedures regarding attendance and pay during periods of severe weather, natural disasters, and/or emergencies.

2.0 Procedure/Rule:

2.1 Designation of Essential Personnel. Each Department Head shall ensure that their department operations are sufficiently staffed and designate certain positions as essential (critical to the operation of the City) and non-essential (not critical to the operation of the City). *All employees in the following departments/divisions are considered essential personnel:*

- City Manager’s Office and all Department Heads
- Community Affairs
- Drainage
- Emergency Management
- Facilities Maintenance
- Fire Administration (sworn personnel)
- Fire Operations
- Fleet Maintenance
- Information Services
- Meter Services
- Police – Operations Command Staff
- Police – Communications
- Police – Platoons
- Police – Traffic
- Pump and Motor Control
- Signal/Light Maintenance
- Street Maintenance
- Utility Administration
- Utility Programs
- Wastewater Collections
- Water Distribution
- Water Reclamation
- Water Treatment Plant

- 2.1.1 Essential personnel are required to report to work as scheduled or as needed, regardless of official delayed opening, early closure, or closure of City facilities. A Department Head has discretion to change an employee's scheduled work hours as needed.
- 2.1.2 Emergency Re-assignment. Department Heads, the City Manager, or Assistant City Managers may, at their discretion, assign any employee (regardless of whether or not they are classified as essential or non-essential) alternative job functions, outside of the employee's normal scope of work, as necessary to ensure essential functions are performed to provide for continued operation of the City. The employee's designation of essential versus non-essential may shift accordingly during a severe weather event, natural disaster, or an emergency, and must be communicated to Human Resources in writing at the time of the event.
- 2.2 Except for extraordinary circumstances, City offices do not close because of severe weather, natural disaster, or other emergencies. In the event of severe weather, natural disaster, or other emergency, an employee is expected to use his/her good judgment and not take unnecessary risks.
- 2.2.1 If an employee feels that he/she is unable to drive due to severe weather conditions (not forecasts) or is otherwise unable to report to work, he/she must call his/her supervisor. An employee shall make this call no later than the time he/she would normally leave home for his/her commute to work, or as otherwise directed by the Department Head or designee.
- 2.2.2 An employee who fails to report to work, or leaves work before the end of their shift, will be charged accrued paid leave (vacation, comp time, personal and/or banked holiday time) for the time missed.
- If an exempt employee has no accrued paid leave available, he/she shall be required to make up the missed time at a later date.
 - If a non-exempt employee has no accrued paid leave available, he/she shall not be paid for the time missed.
 - Allowance of remote work shall be at the discretion of the Department Head.
- 2.3 Under certain circumstances, the City Manager may close certain City offices, facilities, or various operations. If the City Manager makes the decision to close the employee's department/division:
- 2.3.1 Non-essential personnel scheduled to work will not report to work and will receive administrative leave with pay.

2.3.2 Essential personnel, as designated per Section 2.1, will be expected to report to work.

- Employees will be compensated per *Wage and Hour Administration* policy.
- Essential personnel who fail to report to work will be required to use accrued vacation, comp time, personal and/or banked holiday time for the time missed.
- Allowance of remote work shall be at the discretion of the Department Head.
- If a Department Head (or designee) determines the employee is non-essential for the event, the Department Head must notify Human Resources in writing at the time of the event and the employee will receive administrative leave with pay.

2.4 Use of sick leave by an employee during a period of severe weather, natural disaster, or other emergency is acceptable only within the guidelines established by the City's *Sick Leave* policy. Appropriate documentation may be required. (Also refer to *Sick Leave* policy).

2.5 A Department Head is responsible for assuring that his/her department operations are sufficiently staffed during a period of inclement weather and should develop an "Inclement Weather Plan" to provide for the continuation of services.