



## **Policy: Alterations in Schedules – Inclement Weather/Shutdown - New**

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Authorized by: \_\_\_\_\_

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*Board Chair*

References: Policies CAPRA 1.4.1

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### [POL.P.04.13 - Alterations in Schedules- Inclement weather / shutdown](#)

Daily and weekly work schedules may be changed from time to time to meet GSC Parks' varying needs. Examples include, but are not limited to, weather-related emergencies such as snow, flood, wind, severe ice and other emergencies.

GSC Parks often takes guidance from the City of Georgetown in the development of policies. The City of Georgetown is a governmental body that exists primarily for the delivery of direct and essential services to its citizens, whether under normal or emergency conditions. These services cannot be disrupted for any duration of time, without consequences to those for whom we are charged to protect. It is therefore incumbent on the organization to continue to operate to the extent possible, despite adverse weather or other emergencies. Unless the Mayor designates a modified schedule or an official closing due to catastrophic conditions (such as loss of heat, power outage, etc.), all employees are expected to report for work at normal times. Should City facilities close due to catastrophic conditions, certain key personnel, as designated by the Mayor, will be expected to report to work. GSC Parks has established a [GSC Parks Snow and Ice Removal Plan](#) to anticipate facility and park closures in the case of weather-related emergencies. Emergencies outside of the scope of the GSC Parks Snow and Ice Removal Plan is at the discretion of the Parks Director.

### Procedure

In order to provide guidance to supervisors and employees on how to manage leave issues due to adverse weather or other catastrophic conditions, the following guidelines have been developed:

1. Supervisors have the flexibility to allow an employee to arrive to work late or leave work early for fear of inclement weather conditions, however, employees must use vacation or compensatory time.
2. Employees who are not going to report to work or who are going to be late in arriving to work because of inclement weather should contact their immediate supervisor and advise him/her of this situation in accordance with prescribed departmental procedures.
3. Employees who are going to leave work prior to the end of their normal work schedules because of fear of inclement weather should attain approval from their immediate supervisor prior to leaving.

4. If the Mayor determines that a City department must work on a modified schedule or be closed, that will be communicated to department directors and listed on the City's website.

#### Work Hours and Compensation

Only the Mayor may determine the closing times and durations for City departments. Normal work schedules will continue for emergency personnel. Compensation for the time that the City departments are closed is outlined below:

- Employees who are sent home early will be paid for the remainder of their scheduled shift.  
*Example: An employee who is scheduled to work from 7:00am to 4:00pm and is sent home at 3:30pm is to be paid for the last 30 minutes of the 8 hour shift.*
- Employees who are absent for any of their scheduled shift, prior to the City sending personnel home will continue to be paid available vacation or compensatory hours for the entire time they are absent from their scheduled work time. If an employee has no available vacation or compensatory hours, the time will be unpaid.  
*Example: An employee with 2 available vacation hours scheduled to work 7:00am to 4:00pm goes home at 11:00am. They left before the City sent personnel home, thus they are to be paid for their hours worked and for the 2 hours of vacation they have. The remaining 2 hours of the 8 hour shift will be unpaid.*
- Employees previously scheduled for vacation, sick, comp, FMLA, or any other time off work for this date will not have their work schedule affected by the City departmental closing, therefore their absence will continue to be covered by the previously determined reason for absence (sick, vacation, comp, etc.).
- Employees who desire to remain at work when their department has been closed may volunteer to work in one of the City's emergency services departments (fire, police, 911), as long as the director or chief of that department has meaningful work for them to perform **and** this is verified by their department director.