

## ADMINISTRATIVE POLICY 2019-34

**SUBJECT:** Inclement Weather, Natural Disasters Policy

**DATE ISSUED:** February 8, 2019

**DATE EFFECTIVE:** February 8, 2019

**APPROVED BY:**   
Lance C. Hoyt, City Manager

**SECTION ONE – PURPOSE:** The purpose of this policy is to establish guidelines for employees on reporting to work in the event of inclement weather, natural disaster and related conditions.

**SECTION TWO – DEPARTMENTS AFFECTED:** The Administration, Community Development, Recreation, and Cable Television Departments are affected by this policy.

**SECTION THREE – EMPLOYEE RESPONSIBILITY:** It is the responsibility of the employee to contact his/her immediate supervisor or Department Director. This contact can be by telephone (land line), cell phone, or, if telephone lines are busy, by e-mail to indicate his/her absence from work or anticipated late arrival to work and the reason for such absence or lateness.

**SECTION FOUR – DEPARTMENT RESPONSIBILITY:** It is the responsibility of the supervisor, under the Department Director's guidance and approval to ensure all essential services and operations are being performed which may require temporary re-assignment of duties of those employees who have reported to work.

**SECTION FIVE – POLICY:** Regardless of inclement weather, natural disasters, or related conditions, it is the policy of the City of Toppenish that all city offices and activities shall be open and in operation to provide services to the citizens during established working hours. Since many city services are of primary importance during inclement weather, natural disasters, and related conditions, all employees should attempt to report for work on a timely basis. Should conditions prevail which prevent city employees from reporting to work, the following shall apply to the administration of compensation:

- During inclement weather, natural disasters, or related conditions, the City Manager may designate a 2-hour late opening of City Hall to the public. Non-essential staff, at their discretion, may either arrive at their regular start time or may use accrued vacation, compensatory time or flex-time, if applicable, to report to work up to 2-hours late.
- If the City Manager designates an early closure of City Hall to the public, non-essential staff, at their discretion, may use accrued vacation, compensatory time or flex-time, if applicable, for the early closure.
- During inclement weather, natural disasters, or related conditions, the City Manager may close City Hall to the public and to non-essential personnel. Affected staff will be paid at their regular rate for time not worked out of their control.
- Sick leave cannot be used for time loss due to inclement weather, natural disasters and related disasters.

**Non-essential staff include:**

- City Hall employees
- Community Television Manager
- Recreation & Aquatics Manager