

PERSONNEL POLICY 96-1

SUBJECT: Inclement Weather

PURPOSE: To establish uniform procedures for work schedules in the event of inclement weather.

APPLICABILITY: All City of Clarksville employees.

POLICY STATEMENT: All City of Clarksville employees are expected to work their normal work schedules in the event of inclement weather unless excused by competent authority.

DEFINITIONS:

a. Inclement Weather – severe weather conditions which may cause damage to life or property. Inclement weather may be caused by rain, snow ice, high winds extreme heat or cold or storms.

b. Competent Authority.

1. The Mayor of Clarksville, or the Mayor-pro-tem in the absence of the Mayor.

2. Department Heads of city departments.

c. Essential Personnel – those city employees, who by virtue of their job description, provide services which are essential for the health, welfare and safety of the residents of Clarksville.

d. Support Personnel – those city employees who provide support and administrative services but do not provide for the health, welfare and safety of the residents of Clarksville.

e. Overtime Pay – that premium pay earned by employees who exceed the number of hours authorized in a work period and as described in Personnel Procedure 92-2.

GENERAL:

a. Only the Mayor of the City of Clarksville may excuse support personnel from work in the event of inclement weather when it is considered that the health, welfare or safety of the employees is at risk. Such employees will be entitled to normal compensation during such absence.

b. Department heads may excuse support personnel prior to or in the absence

of such a declaration by the Mayor, but such absence will be charged as annual leave. Support personnel who have no accumulated annual leave will have their pay deducted for the period of the absence.

c. Essential personnel are expected to work their normal shift assignments or such assignments as are deemed necessary by the department head. Essential personnel will receive no premium pay for working in inclement weather, unless the number of hours worked in a work period exceeds the maximum authorized hours as defined in Personnel Procedure 92-2.

OFFICIAL DOCUMENT

APPROVED BY THE CITY COUNCIL: MARCH 7, 1996

EFFECTIVE DATE: MARCH 7, 1996

SAM PODURGAL, HUMAN RESOURCES DIRECTOR

(WEATHER.POL)