



CITY OF BEEVILLE

APPENDIX F:

(Cross-reference Policy No. 6.18)

INCLEMENT WEATHER POLICY

Inclement Weather or Event:

The City of Beeville will make every effort to maintain normal working hours during emergency and/or inclement weather incidents. The purpose of this procedure is to establish guidelines for City of Beeville employees during the disruption of City Government operations due to emergency and/or inclement weather incidents, including the activation of key personnel for the continuation of essential services. The appointment of essential or non-essential personnel will be made by the Department Head, under the direction of the City Manager.

PROVISIONS:

- During the potential for inclement weather, the Emergency Management Center will be activated at the Emergency Operation Center
- City Department Heads will be notified of the impending threat so that the proper information can be disseminated to their department's employees.
- Department Heads and the I.T. department will be notified timely when there is a disruption in City Government operations due to emergency and/or inclement weather incidents.
- Managers and Directors will ensure employees can be notified of inclement weather. To receive emergency notifications, go to www.beevilletx.org and sign up.

NOTIFICATIONS FOR WEATHER INCIDENTS:

- Upon receiving information that may disrupt City operations, the Chief of Police or designee will notify the City Manager.
- By 9:30 p.m. and/or 5:30 a.m. leading up to the incident the Chief of Police, Public Works Director or designee and the City Manager will discuss possible delays or closures of City facilities/offices for non-essential personnel as designated by the City Manager.

A) If the Chief of Police is Unable to communicate with the City Manager, the chief of police will make the decision regarding delays and closures.



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- All Department Heads will be notified and be responsible for notifying their personnel of the delay or closure.
 - A) Directors/Department Heads will be responsible for keeping their contact information up to date by emailing the I.T. department at administrator@beevilletx.org.
 - B) City Manager or designee will notify the Mayor and City Council.
 - C) I.T. will post delays and/or closures on the website and send a message to all department heads by 10p.m., 6a.m., and/or 8a.m. leading up to and throughout the weather incident.

INCIDENT ACTIVATION:

- Upon notification of an emergency and/or inclement weather incident that has the potential to disrupt City Hall operations, the Weather Emergency Operations Center (EOC) will be activated, and the Emergency Manager or designee will monitor the situation and notify the City Manager, Public Works and the Chief of Police of the conditions.
- If the incident continues to show signs of escalation or potential for City Hall delays or closures, the Emergency Manager will contact essential personnel to inform them of the incident.
- If the incident necessitates, the Weather EOC will be activated, and the Emergency Manager will request a member(s) from Public Works and/or Police Department to report to the EOC and function under the direction of the Emergency Manager to manage calls for service and road hazards.
 - A) If possible, personnel and equipment will be prepared, staged, and placed into service prior to the expected as needed for the specific conditions.

INCLEMENT WEATHER INCIDENTS ABSENCES/COMPENSATION:

Non-Exempt level staff will receive their regular pay for the day of closure.

In the event of a ***closure*** of City facilities because of inclement weather:

1. Non-essential personnel as designated by the City Manager or designee are not expected to remain at work or report to work. All fulltime non-exempt employees will be paid for such time off. Part-time employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work. Time absent during inclement weather will NOT be counted as hours worked when computing weekly overtime.



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2. Employees are required to report the number of hours approved by the City Manager on their timesheet and somewhere on the time sheet write inclement weather.
3. Hours worked during Inclement Weather will be processed as a normal payroll (e.g., hours over 40 will be computed as OT or comp time).
4. City Manager will communicate to employees on who is designated as essential personnel along with defined expectations of duties and reporting during inclement weather or an emergency.
5. Employees (hourly) will report the number of hours worked on their timesheet as usual and will be compensated as normal payroll (e.g., hours over 40 will be computed as OT or comp time).
 - a. PLUS, as an incentive for working during office closure, Exempt employees will be granted a day off with pay when the City resumes normal working hours and approval of the Dept. Head.

In the event City facilities remain open during inclement weather and weather conditions cause employees to be absent, the supervisor may account for the absence by:

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- b. Authorizing leave time for which the employee is eligible, which may include vacation or compensatory time (if applicable). Sick leave may not be used for inclement weather and the City reserves the right to require a doctor's note if sick leave will be used.
 - c. Authorizing leave without pay pending City Manager's approval.
- (2) Employees that were to be on scheduled vacation, comp time, or off on sick leave are required to use time off as scheduled.

All Essential Personnel are expected to remain at or report to work in emergency situations unless they are specifically excused by their Department Head. Failure to remain at or report to work as directed may result in disciplinary action up to and including termination.

NOTIFICATION DURING BUSINESS HOURS:

- Directors/Department Heads will be notified if an emergency occurs, or potential inclement weather threatens the City of Beeville.
- A Code Red Weather Warning is considered notification for sheltering purposes.



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- City Manager and Directors at each City facility will be responsible for coordinating measures for sheltering, evacuation, or lock down.
- City Manager and Directors/Department Heads shall refer to site specific plan for the following:
 - a. If occupants need to take shelter, they will relocate to the appropriate sheltering area for that building.
 - b. If occupants need to evacuate the building, they will evacuate to the designated area.
 - c. Lock down
 - d. City Manager and Directors will monitor the situation for changes that allow the facility to resume normal operations.

Delayed opening: Employees arriving to work at the designated delayed opening time will be paid for the time worked, plus the delayed hours in opening.