Effective Date: June 1, 2007
Revision Date(s):

I. PURPOSE

The purpose of this administrative directive is to provide civilian employees with city-wide guidelines for reporting to work during ***inclement weather***.

II. POLICY

Employees are expected to report to work as scheduled at all times, to include during periods of ***inclement weather***, unless directed not to do so by the City Manager. In the event of official City closures, the City Manager will determine the amount and type of leave to be deducted for each event.

When ***inclement weather*** conditions escalate and the Mayor declares a ***weather emergency***, the City Manager may authorize City business closures for the safety of employees and the public.

This Administrative Directive excludes uniformed employees under collective bargaining agreements and Police and Fire Academy Trainees.

III. DEFINITIONS

A. **City Workweek** – begins at 12:01 am Saturday and terminates at midnight on Friday (as defined in Municipal Service Rule XXI, Section 1. Work Hours)

B. **Civilian Employee** – any employee not a member of the uniformed service in the San Antonio Police and Fire Departments.

C. **Departmental Attendance Procedures** – internal attendance procedures established by each department in accordance with Administrative Directive 4.2, Workplace Attendance.

D. **Essential Personnel** – employees designated by Department Directors who, by virtue of their specialized function or necessary skills, are essential to the department's operational needs during emergency situations such as inclement weather, and are therefore, required to report for duty.

E. **Inclement Weather** – weather conditions that may cause unsafe driving conditions for both public and private transportation such as snowstorms, ice storms, wind storms, earthquakes, floods.

F. **Weather Emergency** – an emergency declared by the Mayor requiring extreme caution due to increased danger and risk resulting from local weather conditions.

G. **Non-Essential Personnel** – employees not designated by Department Directors as essential to the department's operational needs during emergency situations such as inclement weather.

H. **Scheduled Start Time** – the beginning of an employee's shift and the time the employee is required to return from break, lunch period or other approved absence from the workplace.

IV. POLICY GUIDELINES

The City provides the following policy guidelines for civilian employees:

A. Employees are expected to report to work at their ***scheduled start time*** at all times, including during ***inclement weather*** unless an official ***weather emergency*** has been declared by the Mayor.

B. The City Manager may determine the need to close City business operations during a declared ***weather emergency***.

C. Changes to the regular business schedule during ***weather emergencies*** will be announced on the employee HOTLINE, 207-2255 (207-CALL), and the official City website and can also be found by calling 311. Employees are required to consult these sources and to verify if attendance at work is required.

D. Employee tardies or absences during ***inclement weather*** will be subject to point assessments in accordance with Administrative Directive 4.2, Workplace Attendance. However, points will not be assessed during City closures resulting from ***weather emergencies***.

E. Employees must use accrued leave, or leave without pay if no leave balances are available, to account for hours not worked during ***inclement weather***. Employees will be compensated for the time they were scheduled to work during business closures due to ***weather emergencies***.

F. ***Non-essential personnel*** will not be assessed attendance points as outlined in Administrative Directive 4.2, Workplace Attendance, if employees report to work during hours designated by the City Manager in the official announcement for ***weather emergencies***.

G. ***Essential personnel*** who are required to report to work will be charged in accordance with Administrative Directive 4.2, Workplace Attendance, if they fail to report as scheduled.

H. Temporary and part-time employees are only paid for hours worked and therefore will not receive pay for hours not worked during ***inclement weather*** or ***weather emergencies***.

I. In accordance with Administrative Directive 4.48, Compensation under the Fair Labor Standards Act, overtime is calculated based on forty (40) actual hours worked within a ***City workweek***. Hours not worked but paid during ***weather emergencies*** shall not be utilized to calculate overtime payments.

J. Employees with previously approved leave prior to a ***weather emergency*** declaration will continue to have their leave charged.

V. RESPONSIBILITIES

A. <u>Employees</u>

1. Employees are expected to report to work at their ***scheduled start time*** (in accordance with Administrative Directive 4.2 Workplace Attendance) unless an official announcement from the City Manager, provided in advance, specifies schedule changes due to ***a weather emergency.***

2. Employees are responsible for calling the employee HOTLINE, 207-2255 (207-CALL), checking the City of San Antonio website, or contacting 311/Customer Service to verify schedule changes during ***inclement weather*** and ***weather emergencies***.

3. When ***inclement weather*** conditions make it impossible for the employee to report for work, notification to the employee's supervisor is required in accordance with Administrative Directive 4.2 and ***Departmental Attendance Procedures***.

4. Employees who have a pre-approved telecommuting arrangement with the City should be paid for any work performed accordingly during periods of ***inclement weather*** and ***weather emergencies***.

5. Employees are required to provide their supervisor with current contact information (i.e. telephone numbers) for ***weather emergency*** situations.

6. New employees will receive a copy of this Administrative Directive and will sign the Acknowledgment Form (Attachment A) during In-Processing. Existing employees will also receive an Acknowledgment Form.

B. Departments

1. Department Directors shall identify ***essential personnel***, inform them of their status in writing, and define their responsibilities.

2. Departments will file the list of essential personnel with the Human Resources Department and update this list every quarter.

3. Departments will establish and update telephone lists of the employees to be used for ***weather emergency*** events.

4. Supervisors must contact employees as soon as official notification is received from the City Manager or her representative.

C. Communications and Public Affairs Department

1. The Communications and Public Affairs Department will notify local radio and television stations if a decision is made to close down City operations due to a ***weather emergency***.

2. The Communications and Public Affairs Department will post employee schedule changes on the City's website (www.sanantonio.gov).

D. 311/Customer Service

Customer Service representatives will provide all callers with information regarding City closures that affect the work status for employees.

E. Information Technology Services Department (ITSD)

The Information Technology Services Department will maintain an employee HOTLINE for employees to call for return to work directions/instructions. The number is 207-2255 (207-CALL).

F. Human Resources Department

The Human Resources Department, both centrally and through department Human Resources Generalists, will provide interpretation regarding this administrative directive and assist in resolving employee/supervisory attendance related issues.

G. Departmental Time Administrators

1. Time administrators shall maintain accurate attendance records for assigned employees as well as accurate point assessments and will consult Administrative Directives for charging/paying employees in accordance with existing policies.

2. Time administrators will refer all questionable policy issues to the Human Resources Generalists for their department.

This directive supersedes all previous correspondence on this subject. Information and/or clarification of this administrative directive may be obtained by contacting the Human Resources Department.

CITY OF SAN ANTONIO

EMPLOYEE ACKNOWLEDGMENT FORM
FOR

ADMINISTRATIVE DIRECTIVE 4.60
Inclement Weather

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 4.60, Inclement Weather. I understand if I should have any questions I should contact my Human Resources Generalist.

_____	_____
Employee Name (Print)	Department
_____	_____
Employee Signature	SAP ID #