CITY OF COMMERCE
ADMINISTRATIVE POLICIES

EMERGENCY CONDITIONS

1.0   PURPOSE

To establish a policy for reporting to work in the event of emergency conditions.
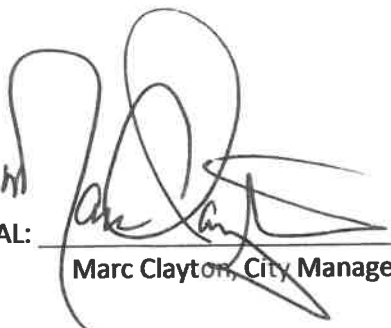
2.0   POLICY

2.1   City offices and activities will remain open and in operation during established working hours.

2.2   All employees will make every attempt to report for work on time.

2.3   If a disaster occurs within the City Limits, all employees will contact their Department Head for further instructions.

2.4   If an employee is unable to report to work, the following criteria will apply:

A.   The employee is responsible for contacting his/her Department Head by telephone to indicate anticipated absence from work or late arrival to work and the reason.

B.   If an employee is unable to report to work, the absence may be charged as vacation or the employee may elect to take time off without pay.

2.5   Sick leave can be used only according to policy. **See Administrative Policies on SICK LEAVE.**

2.6   The City Manager is authorized to close City offices to protect the safety and welfare of City employees.

2.7   In the event City Offices close, employees will be compensated at their hourly pay rate for the hours they were scheduled to work. This is to assure that employees do not lose compensation due to circumstances beyond their control.
          (Regular employees are paid 8 hours / Firefighters are paid 12 hours per day)

2.8   Employees who are designated or who must continue to work during emergency closings are compensated at their normal pay rate. Such employees will be given time off at a later date approved by their Department Head for actual hours worked during the period of closure.

2.9   Employees that had **already scheduled** to take time off before the City closed are **charged** for leave **as requested** (Sick, Vacation, Bereavement, Comp-time, Holiday or Floating Holiday). These employees **will not** have time off at a later date.

EFFECTIVE: 11-04-2015   **LAST REVISED: 06-01-1997**

CITY MANAGER APPROVAL: _____   DATE: 11/5/2015
                                    Marc Clayton, City Manager

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