


TOWN OF PRESCOTT VALLEY

POLICIES AND PROCEDURES

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| Subject: | | File Under Section: | |
| TIME LOST DURING SEVERE WEATHER AND OTHER EMERGENCIES | | PERSONNEL | |
| Effective Date: | Number: | Page: | |
| March 26, 2015 Res. No. 1908 | 2-16 | 1 of 2 | |
| Supersedes: | | Approved By: | |
| September 23, 2002 Res. No. 1117, 8/22/2002 | |  Larry Tarkowski Town Manager | |
| | | Date: 5-50-15 /S | |

1.0 POLICY

- 1.1 To determine when non-essential employees will be notified that they need not report for duty or may leave work during severe weather or other emergencies, if they choose to do so, and establish the method by which they can receive compensation for time not worked.

2.0 PURPOSE

- 2.1 To establish time reporting procedure and guidelines to be followed for work hours lost as a result of severe weather or other emergencies.

3.0 APPLICABILITY

- 3.1 All Town of Prescott Valley employees.

4.0 REFERENCE

- 4.1 Personnel Policy and Procedures

5.0 PROCEDURES

- 5.1 Town facilities will maintain normal operating hours, if at all possible, during times of severe weather or other emergencies. The Town Manager shall determine under what circumstances it is in the best interest of the Town to close some or all of the Town facilities.
- 5.2 It shall be the responsibility of each department head to determine, before or during each severe weather occurrence or other emergency situation what

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positions are to be considered as essential or non-essential under the circumstances.

- 5.3 Employees considered to be essential to ensuring the health, safety and welfare of the community as determined pursuant to Section 5.2 above are required to report and/or remain on duty until relieved or dismissed. During periods of severe weather conditions or other emergency prior to the beginning of the regular work shift, it is the responsibility of each employee to monitor AM and FM radio stations or other public service announcement venues.
- 5.4 Employees should try to reach their supervisor through the regular work area extensions and/or their cell phones for information as to whether Town facilities are closed or non-essential employees are given the choice to report to work.
- 5.5 Employees on other than normal work shift are to contact their department prior to their shift for instructions as to their responsibility.
- 5.6 Under the circumstances set out above, if Town facilities are open but non-essential employees are given the option of staying home, non-essential employees who choose not to report to work must charge their lost hours to any general leave or compensatory time they have available. Employees who report to work will complete their time record for that day in the normal manner.
- 5.7 In the event a decision is made that the Town facilities will be or remain closed to all but essential personnel, all non-essential employees who were scheduled to work that day shall be compensated for their normal shift regardless of actual hours worked. Time records should reflect actual hours worked and hours not worked entered as "Other" paid time with a notation of the circumstances.
 - 5.7.1 A non-exempt employee required to work will qualify for time-and-one-half his/her regular rate of pay for the actual hours worked regardless of the total hours worked in that work week. All other provisions of the Overtime Policy will apply for determining compensatory time or additional paid overtime.
 - 5.7.2 FLSA exempt employees are exempt from the overtime provision according to the Overtime Policy.
- 5.8 If severe weather or other emergency conditions occur during the work shift, and the Town Manager has determined that conditions have reached severe enough proportions that it is in the best interest of the Town and its employees to permit certain non-essential employees to be released from work, employees will be notified by management. At that time, those non-essential employees may choose whether to leave work or continue working until the end of their shift.
 - 5.8.1 Those employees who remain until the end of their work shifts will complete the time record for that day in the normal manner. Those employees who choose to leave work early shall use general leave or compensatory leave available to make up for the work hours lost.