

Inclement Weather Policy – FNSB 65.15
Implementation Procedure
October 21, 2011

A. Purpose

To provide supplemental information to Department Directors and Managers on preparing for and handling inclement weather events. This document provides uniform procedures for the closure of borough offices and the treatment of employee absences from work during periods of inclement weather and other emergencies. Refer to the Inclement Weather Policy (FNSB65.15).

Whenever it is determined that the health or safety of citizens, clients, or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities assigned to a borough department, closure of a department or a subsection thereof may be deemed necessary.

The Mayor (or Chief of Staff if Mayor is unavailable) shall make decisions regarding the conditions affecting the closure of all departments. Transportation Drivers will relay road condition information through their Department to the Mayor's Office for consideration.

In situations regarding inclement weather, the Chief of Staff will confer with the directors of the Department of Emergency Operations and the Department of Human Resources and make recommendations to the Mayor regarding borough-wide closures, delays, or staffing with essential personnel only. Decisions regarding conditions affecting a single department or subsection thereof shall be made by the Mayor's Office and Department Director.

B. Procedure

Announcements will be made as soon as possible following any decision to close borough operations in any area. In the absence of official notification of delayed opening or office closure, employees are expected to report to work on time or contact their supervisor or other appropriate department personnel as directed by their department director.

If inclement weather or other emergency conditions affecting departments develop during the workday, departments will be notified by telephone and/or email of any authorized changes to normal work hours.

- If such conditions develop during the night and warrant delayed opening or official closing, official announcements will be communicated to employees through the following means: Pre-recorded telephone message accessed by calling 459-FNSB (459-3672). (HR responsible for updating)
- Email
- Notification on Borough website

- Department notification (via phone tree or other method established by the Department Director)

In addition to notifying employees, the Public Information Officer shall communicate closures or significant changes in borough services due to weather via the following media:

- Fairbanks Daily News Miner
- Radio stations
- Local television and other media

In the event of a closure, Department Directors shall ensure that:

- Notices of the closure are posted on all public entrances to borough facilities
- Recorded messages on the main department telephone lines are updated to include closure or service level reduction messaging

In the event of a closure, department directors who require staffing during an operational closure shall:

- Identify critical tasks that must be accomplished during the operational closure.
- Identify any staff required to work during the operational closure (requires approval from the Mayor's Office).
- Provide Human Resources with the names of essential personnel who are authorized to work in this circumstance.
- Activate department telecommuting plan if such plan has been pre-approved by the Mayor and Human Resources.

If, after making a reasonable effort to contact the Mayor and Chief of Staff, and a director is unable to do so, the director will determine "essential personnel" for his/her department and will be the only person authorized to allow employees to work during an operational closure.

Department directors are responsible for determining the appropriate method of communicating closures that affect only their department or a subsection thereof.

C. Treatment of Absences

Safety of the employee is priority. Employees should not endanger themselves trying to get to work. Employees who elect to be away from the workplace for this circumstance will be required to take leave or LWOP at their option (within established limits).

Closing Operations Early – The Mayor may close operations early. If regular employees are sent home early, they will be compensated for the hours they were normally scheduled to work that day. Casual employees will be paid for all hours worked.

Employees who are not directly affected by the conditions warranting closure, or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for, any absence that may be authorized for those employees who are directly affected by the closure.

Operational Closures – Employees should check the employee hotline for information on staffing/service levels before attempting to report to work. If the Mayor closes Borough operations or calls for essential personnel only, this information will be noted on the recording.

Per IV(C)5 of the policy: In the event of an Operational Closure, regular employees will be required to take accrued personal leave, accrued comp time or leave without pay – at their option. Under limited circumstances, supervisors may authorize a flex schedule within the same workweek as the operational closure.

C. Reference

FNSB *Inclement Weather and Adverse Environmental Conditions Policy* (FNSB 65.15 – 3-4-2011)