



Human Resources Department Administrative Procedure – Weather Closure

PURPOSE AND BACKGROUND:

This administrative procedure is applicable to all City employees. It explains the process for weather related closures or adjustments in work function. These procedures are adjusted as telework and other alternative work functions are implemented.

PROCEDURES:

The City Manager, or designee, will work closely with the Emergency Preparedness Manager to determine operational functions during weather events, and whether an Emergency Weather Closure should be declared. These decisions may or may not follow the closures of the Federal government, County government, or other nearby municipal governments.

In the event that a weather event is severe enough to alter the work functions of the City, the City Manager will announce alternate City functions, including one or more of the following:

- Closure of buildings and functions, except for essential employees performing essential functions
- Cancellation of public meetings
- Use of liberal leave for non-essential employees

Weather related announcements will be made on multiple mediums, including Takoma Park ALERT, City email, Facebook, Twitter, the City website, and WTOP.com.

EMERGENCY WEATHER CLOSURE:

The City Manager, or designee, will determine when a weather emergency exists that is sufficient enough to close buildings or work functions, except for essential functions. A weather emergency may be declared at a time when the buildings or functions are closed for other reasons, such as in the middle of the night.

Cancellation of public meetings or permitting the use of liberal leave for non-essential employees is not the same as declaring an Emergency Weather Closure.

LIBERAL LEAVE USAGE:

When the City Manager or their designee declares that Liberal Leave may be used, non-essential staff members may use leave from their individual leave banks of vacation, compensatory leave, personal time, or may take unpaid leave for all or part of the time specified by the City Manager.

This will apply to non-essential employees working at their designated City location or those teleworking or working via an alternative work location.



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Liberal leave may be declared whether or not an Emergency Weather Event has also been declared.

When Liberal Leave has been offered, employees not electing to take leave through the liberal leave policy will be expected to work their normal hours, at their City location or via telework.

The ability for non-essential staff to use liberal leave does not trigger the Emergency Weather Closure provision within either the Local 400 CBA or the AFSCME CBA. Only a declaration of an Emergency Weather Closure by the City Manager will meet the emergency closure criteria.