

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 8.03 PAGE NO. 1 of 1
Chapter 8: WORK ENVIRONMENT	INITIAL EFFECTIVE DATE: 10-01-2008
Title: INCLEMENT WEATHER	LAST REVISION DATE:

Except for extraordinary circumstances, Town offices do not close. Employees should never assume Town offices will be closed.

All Town employees, whether exempt or nonexempt, are expected to make a sincere effort to report to work during inclement weather conditions or other emergency situations. However, if an employee determines that the weather conditions constitute a danger to life and/or property, and therefore cause employees to be absent, the employee must notify his/her supervisor and/or Department Director and make arrangements to report to work if weather conditions improve. The procedure for reporting absence due to inclement weather conditions is the same as for any other absence.

Any leave taken due to inclement weather can be flexed or charged to vacation or compensatory time. Regular full-time and part-time nonexempt employees who are unable to flex their time and who have no accrued vacation or compensatory time available will not be paid for the time missed.

Department Directors are responsible for assuring that their operations are sufficiently staffed during inclement weather days. Any Town service that cannot be provided during inclement weather or other emergency conditions must be immediately reported to the Town Manager's office.

When weather or other conditions are such that the Town Manager declares certain Town offices/departments officially closed, all affected personnel, i.e., those non-essential employees who were scheduled to work during the time of closure, will be granted "administrative leave" for the time the office/department is closed. Essential personnel must report to work even when other Town departments are officially closed due to weather or other type of extraordinary circumstances. Essential personnel required to be on the job regardless of adverse weather or other conditions are designated by the Department Director and/or the Town Manager. Essential personnel who fail to report to work may be subject to disciplinary action up to and including termination of employment.