	CITY OF HENDERSONVILLE		
Policy Name:	Inclement Weather Policy	Date Revised by Council :	October 3,2024

I. Introduction

The City of Hendersonville is required to provide essential services for its citizens regardless of weather conditions. The City is committed to the safety and security of its employees, and visitors.

As such, the decision whether the City should close or remain open is based on the overall concern for the community. The Inclement Weather Policy is established to be as fair as possible to all employees.

II. Scope

This administrative policy, upon approval of the City Council, shall be applicable to all employees. This procedure shall remain in effect until such time that it is altered, modified, or rescinded by the City Council.

III. Types of Personnel


Essential Personnel

The term “essential personnel” is used in this policy to describe those employees whose job responsibilities are provided 24 hours a day – seven days a week and / or essential to the everyday livelihood of the city and its citizens. Employees essential to the successful and efficient management of a weather emergency situation shall be designated by the City Manager or their Department Head and are expected to return to work as scheduled.

An essential employee, unable to report to work for their scheduled shift due to legitimate environmental conditions, should contact their immediate supervisor to see if alternative transportation can be arranged. An employee who reports on their day off to cover the absent employee’s shift will be paid in accordance with the FLSA guidelines. Failure to be available or to report to work when called may be grounds for disciplinary action.

Non-Essential Personnel

The term “non-essential personnel-is used in this policy to describe those employees whose job responsibilities are primarily administrative in nature and can be delayed without any negative impact to the employees, citizens, or community.

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IV. Procedure

It is the policy of the City of Hendersonville to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant the City reserves the right to close our facilities.

1. Each employee is expected to make necessary advance preparations so they can get to work in periods of adverse weather.
2. The City recognizes weather conditions may prevent some employees from reporting to work on time or not at all. The decision to report to work or not is an employee's option based on their assessment of road conditions. If an employee does not report to work, reports to work late, or leaves early due to weather they must notify their immediate supervisor.
3. The employee may use vacation, compensatory time, or leave without pay as coordinated with their supervisor during adverse weather.
4. Employees are strongly encouraged to have a plan in place for childcare in the event that schools are closed due to inclement weather. Department Heads may exercise discretion in allowing employees to stay home for purposes of caring for school age children, as long as full operational capabilities are maintained.


City offices and departments shall remain open for the full scheduled working day unless authorization for closing or other deviation is approved by the City Manager. In these situations, the City may be closed or may open late for employees, customers, and the general public in the interest of safety.

The City of Hendersonville will notify local media of this change and post on the City's website. Employees will be notified via City communication systems, but it is the Department Heads' ultimate responsibility for contacting their employees.

V. Closures and Payroll Procedures

City Closures will be the City Manager's decision. In the event of a closure due to weather conditions the City will apply the following standard:

- Non-Essential and essential employees will be paid for the closure. Additionally, essential and non-essential employees required to work will receive pay for the hours worked during

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the closure which would be granted as either compensatory time “comp time” as regular time or paid regular hours. Hours paid for the closure would be considered non-compensable hours under FLSA for overtime calculations.-


- If the employee elects not to report to work when facilities are open the employee can elect 1) to use any accrued vacation leave or compensatory time or 2) the employee will not be paid for the day.
- Remote work must be authorized by the employee’s department head or City Manager. The employee will be compensated as those non-essential employees above.
- Employees preapproved for a scheduled off day would not be eligible for pay under this policy. This includes sick, vacation, paid family leave, etc.
- Temporary or Auxiliary employees are not eligible.

VI. States of Emergency Declarations

When a State of Emergency has been declared for the City of Hendersonville by the State or Federal Government or by the City of Hendersonville the City Manager: shall have the following additional authority, in addition to the authority granted hereinabove:

1. To close any facility or suspend any City services, regardless of whether normal City operations have been closed or suspended.
2. To open or partially open any City facility for emergency operations and services.
3. To partially open or partially close any City facility for normal city operations.
4. To provide inclement weather pay to any essential or non-essential personnel unable to report to work for their scheduled shift due to legitimate impacts of the declared State of Emergency.

The City Manager shall have the authority to extend these benefits for any essential or non-essential personnel who reside in area outside of the City of Hendersonville for which a State of Emergency has been declared by Federal, State, or local authorities.

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VII. Non-Compensable Stand-By Pay

Employees may volunteer or be asked to have their name placed on a “call-in” list as relief personnel. Employees in this status are not eligible for “on-call” pay outlined in the City’s Personnel Policy in Article III Section 13 of the City’s personnel policy. These employees are not required to be available, and no disciplinary action will be taken for failure to respond. However, should these employees report to work during their day off or work hours in addition to their regular schedule, they will be paid in accordance with FLSA guidelines.

This policy is approved by City Council in accordance with City’s Personnel Policy.

City of Hendersonville
Human Resources Department
Standard Operating Procedure (SOP)
Inclement Weather Closure Form

Purpose

To define hours of inclement weather closings.

Procedure

Due to inclement events forecasted for _____ the City Manager has issued a closure for the following hours:

Begin _____ End _____

Employees scheduled to work between 12:00 am and 11:59 pm on the date of the closure will be eligible for the hours of the closure. All employees will be provided the same amount of time. Essential employees are required to report to work.

Example one: if the closure is from 8:00 am until 10:00 am, employees will receive two hours.

Example two: if the closure is from 3:00 pm until 5:00 pm, employees will receive two hours.

Example three: if the closure is from 11:00 am until 5:00 pm employees will receive five hours (this considers the one hour lunch period).

Example four: if the closure is from 8:00 am until 12:00 pm, employees will receive four hours.

Recognizing that lunch hours vary for each employee , in interest of this procedure and equity, the hours of 12:00 pm to 1:00 pm will be considered the standard lunch hour.

City Manager

Date