

CITY OF MARQUETTE, MICHIGAN

ADMINISTRATIVE POLICY

Policy Number: 2010 - 04	Revision Date:
Date Approved: 12-13-10	

POLICY: Suspension of City Business for Emergencies

Overview

City of Marquette Ordinance #573 grants the City Manager or his designee the authority to curtail some City operations due to adverse weather conditions or other emergency situations. Emergency closures can occur for power outages, water and sewer shut downs, flood conditions, imminent storm or snow conditions, road closures and human or natural disasters.

The following guidelines apply to situations that prevent significant numbers of City employees from reporting for work on time or which require the City Manager to suspend all or some City operations in the interest of the welfare and safety of its employees. This policy outlines the criteria and procedures for closing or curtailing City operations while ensuring that basic operational capability and essential services are maintained.

Scope

This policy applies to all full time, part-time and temporary City personnel, excluding emergency personnel in the Police and Fire departments. The types of situations covered by this policy are early dismissal, closure prior to the start of normal working hours and delayed arrival.

Policy

Only the City Manager or his designee is authorized to suspend City operations due to a weather-related or other emergency situation. Once the City Manager has made the decision to suspend operations, each Department Head (or their designee) has the discretion to excuse non-emergency employees from duty without loss of pay or charge to leave. In addition, each Department Head must designate (and review on an at least an annual basis) who are the "emergency employees" within their department.

Emergency employees are those employees who will be expected to report for or remain at work in dismissal or closure situations unless otherwise directed. The designation of emergency employee may vary according to the particular nature of the emergency situation.

Procedures

In the case of a declared emergency, excused absences may be granted to employees who are prevented from reporting for work, arrive late to work or who are dismissed early from work because of a severe weather condition or other emergency situation.

Early dismissal or delayed arrival announcements will be disseminated during normal work hours. Early dismissal and/or delayed arrival is appropriate when severe weather or other conditions are expected to create serious and hazardous driving conditions. The City Manager or his designee will consult appropriate agencies, including the National Weather Service, Marquette County Sheriff's Department and the Marquette County Road Commission whenever hazardous weather conditions occur or are anticipated. Once this information has been considered, the City Manager or his designee may decide whether special leave policies, such as closure, delayed arrival or early dismissal, are appropriate, and announce the decision to individual Department Heads (during business hours) and through the news media, Nixle, and the City web page (if conditions develop overnight). For closures prior to normal work hours or delayed starting times, non-emergency employees who are not registered with Nixle or do not have access to a computer, may tune in to the government access television channel or call the non-emergency police number 225-8890 for more information.

Leave Policy

Emergency employees who are required to work during their regular work hours when City Hall is closed (or when other employees within their department are excused) are not entitled to receive overtime pay, credit hours or compensatory time for performing work during their regularly scheduled non-overtime hours. If employees are required to work more than their regularly scheduled hours, the provisions of their collective bargaining agreement will govern.

Non-emergency employees' accrued leave balances will not be charged on a day when his or her department is closed for the day. The time they are absent will be treated as an excused absence. However, an excused early dismissal or delayed start cannot be used to place an employee into "contractual overtime". For example, an employee who came in an hour early but was dismissed from work three hours before the normal work day ends, has not earned an hour of overtime. An employee who is on approved leave (vacation, personal, sick, worker's compensation, FMLA, or any unpaid, approved leave) when the closure is enacted does not receive credit or additional leave time for the closure. An employee on leave has no expectation of working during the time of the closure and is therefore not entitled to additional pay or time off.

Recommended By:


Director of Administrative Services

Approved By:


City Manager