

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 110.03
SUBJECT: ATTENDANCE	INITIAL EFFECTIVE DATE: 10/30/84
TITLE: INCLEMENT WEATHER	LAST REVISION DATE: 10/21/05

ADMINISTRATIVE DIRECTIVE:

- A. Employees should never assume City offices will be closed.
- B. All instructions regarding the closing of City offices or facilities will be issued by the City Manager.
- C. Although City of Denton offices and facilities may remain open, City of Denton employees are expected to use their judgment in determining whether they can safely report to work due to inclement weather. Employees in positions that are considered “essential” (such as fire fighters, police officers, and certain employees of the electric utility, water and wastewater utilities, traffic and streets departments) should plan ahead to ensure that they are able to report for work in the event of severe weather. If weather conditions are so severe that employees are unable to safely report for work, the supervisor may account for their absence by use of one of the following methods:
 - 1. Allow the employee to utilize accrued vacation time or accrued compensatory time (non-exempt employees only).
 - 2. Reduce the employee's pay for hours not worked; however, exempt employees *must* be allowed to use any accrued vacation time. Any unpaid time should be coded as authorized unpaid leave.
 - 3. Allow the employee to flex his/her time *within the same work period* to make up some or all of the time missed due to the inclement weather.
 - 4. When the employees' job duties will allow, permit the employee to “telecommute” from home for the day(s) of the inclement weather.

If the employee who fails to report for duty is an employee in an “essential” position and the supervisor determines that the employee’s failure to report for duty is not reasonable, the supervisor may elect to code the employee’s time as unauthorized unpaid leave (non-exempt employees only). Any use of unauthorized unpaid leave shall be accompanied by discipline pursuant to the Disciplinary Action Policy No. 109.01. The level of progressive discipline used shall be proportionate to the magnitude of the offense and the employee’s prior discipline history. Supervisors shall advise employees, prior to any threat of inclement weather, that they are in

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positions considered to be “essential” in the event of inclement weather.

- D. The procedure for reporting absence due to inclement weather conditions is the same as for any other absence.
- E. In the event that City offices are closed by the City Manager due to inclement weather, employee absence will be recorded as approved paid leave. Employees in “essential” positions may still be required to report for work.