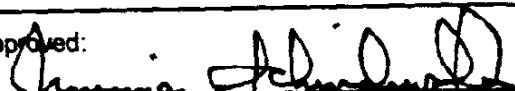


## Department of Public Works and Engineering

Subject: <b>INCLEMENT WEATHER</b>	Departmental Policy <b>3-3</b>	
	Effective Date: <b>Upon Approval</b>	
<p><b>I. Purpose</b></p> <p>To establish procedures for employees when inclement weather causes unsafe travel/transportation conditions which cause the employee to arrive late for their regularly scheduled workday/shift or to entirely miss their workday/shift.</p> <p><b>II. Scope</b></p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p><b>III. Policy</b></p> <p><b>City of Houston Policy 605 Dated February 14, 1985.</b></p> <p>The Houston area periodically experiences violent weather conditions, so it is understood that the travel is sometimes very dangerous. Should road closures, due to flooding conditions, tornado, storm activity, or other such events prevent an employee from being at work, the employee shall not be docked for the time missed but will be expected to make up the time in some other fashion until it is paid back in full.</p> <p>In all such cases, the employee shall notify his/her immediate supervisor of the situation and then make every attempt to arrive at work at the earliest possible opportunity. The employee should also stay tuned to radio and television newscasts in case the City issues a general bulletin to its employees.</p> <p>If for example, an employee arrives at work four (4) hours late, (s)he can work an extra hour for four days or work through four (4) lunch breaks to make up the time. The method an employee elects to pay back the time should be discussed with and approved by their immediate supervisor.</p>		
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## Department of Public Works and Engineering

At the supervisor's discretion and if the employee so chooses, compensatory time or vacation time can be used to offset the absence. In no case, however, shall sick time be used to accommodate such absence or tardy time.

In the case of City-wide emergencies requiring the presence of essential personnel in certain departments, and upon direction from the Mayor, it shall be within the Department head's authority to designate those employees who are "essential".

The Mayor may also declare pay conditions consistent with requirements necessary to maintaining an emergency workforce. The authority to direct or advise employees not to report to work as a result of weather conditions shall rest solely with the Mayor.

#### IV. Compliance

All employees though Department/Division shall comply from policy date forward.

Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.

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