



POLICY AND PROCEDURE MEMO

SUBJECT:

EMERGENCY CLOSINGS

NO. 1.003

DATE: 4-5-13 Approved

D. W. Fitzgerald
CITY MANAGER

I. STATEMENT:

The City of Rochester values the health, welfare and safety of every employee and intends to provide a safe workplace. Emergencies arise from time to time, and City offices must be closed.

This policy is intended to establish a uniform procedure to inform scheduled employees of emergency closings.

II. PROCEDURE

Emergencies: consist of severe weather conditions; such as, snowstorms, hurricanes, tornados, floods and/or other incidents where our employee's safety may be compromised.

City Manager: As used throughout also applies to the City Manager and/or his designee.

Nonessential Employees: This is defined by the various Department Heads but usually applies to those administrative personnel whose work can be done another day without placing citizens at increased risk.

State Declared Emergencies: During times of Governor declared State of Emergency, the City Manager will close City Hall.

Essential Employees: This is defined by the various Department Heads but usually applies to public safety employees whose work has an immediate impact upon reducing risk for citizens. Examples include dispatch employees, patrol officers, firefighters, Public Work employees engaged in plowing or emergency repairs, etc.

III. PROCEDURE FOR DELAY OR CLOSURE, OR REMAINING OPEN DURING INCLEMENT WEATHER

A. CITY OFFICES CLOSED FOR THE DAY:

The City Manager makes the decision to close City Offices for the day due to an emergency. When this occurs employees scheduled to work that day will be paid for their regularly scheduled hours.

The City Manager will contact dispatch to use Reverse 911 to contact employees on the list. When City Offices are closed for the day, the City



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Manager will attempt to notify WMUR, WTSN, and WOKQ to inform our citizens that the City offices have been closed.

B. CITY OFFICES DELAY:

The City Manager makes the decision to delay opening City Offices due to an emergency. When this occurs employees scheduled to work those hours will be paid for their regularly scheduled hours.

The City Manager will contact dispatch to use Reverse 911 to contact employees on the list. When City Offices have a delayed opening, the City Manager will attempt to notify WMUR, WTSN, and WOKQ, to inform our citizens that City offices will have a delayed opening for the day.

C. CITY OFFICES CLOSING EARLY:

The City Manager makes the decision to close City Offices early due to an emergency. When this occurs nonessential employees scheduled to work those hours will be paid for their regularly scheduled hours.

The office numbers for those on the telephone tree can be used to inform our employees who are at work that City Offices will be closing early and home numbers used to inform other nonessential employees who have not yet reported to work that the offices will be closing early due to the emergency.

When City Offices close early, the City Manager will attempt to notify WMUR, WTSN, and WOKQ, to inform our citizens that City offices will be closing early due to the emergency.

D. REMAINING OPEN DURING INCLEMENT WEATHER:

Employees are expected to use good judgment and caution when traveling to work during severe inclement weather. If an employee is not able to safely get to work due to severe inclement weather, he/she needs to contact their Department Head before the start of their work shift and use their personal time or vacation time or take unpaid leave. There is an expectation that the employee will get to work when the traveling becomes safe.

-END OF PROCEDURE-