

CITY OF FRISCO PERSONNEL POLICIES

INCLEMENT WEATHER

Subject: INCLEMENT WEATHER

Effective Date: 11/19/03

Approved By: Ordinance No. 04-12-80

Revision Date: 12/07/2004

I. STATEMENT OF PURPOSE:

This policy outlines the guidelines for employee attendance during periods of inclement weather conditions. City services will be maintained during inclement weather, such as snow or ice storms, and all employees are expected to work.

II. ELIGIBILITY:

This policy applies to all City employees.

III. PROCEDURES:

Employees are expected to make an effort to arrive at work each day prior to commencement of the workday, regardless of weather conditions. Employees unable to report to work due to poor road conditions or other weather related difficulties have three options:

1. Make up time during the same work week; or
2. Use Accrued Vacation leave; or
3. Use Accrued compensatory time.

Prior Departmental approval shall be obtained before any of these options may be utilized. If an employee is not able to report to work due to poor road conditions or other weather related difficulties, they should contact their supervisor as soon as possible to report their situation.

Each Department will establish contact and operating procedures to follow during weather emergencies. Employees are expected to be in contact with their departments and follow any directives regarding work assignments, which may be issued at that time.