



Town of Chapel Hill, NC

Personnel Policy

Policy Number: PP 1-7

Effective Date: November 1, 2013

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Approved By:

Roger L. Stancil, Town Manager

Adverse Weather

I. POLICY

In accordance with the Town value of **Safety** and **Equity**, it is the policy of the Town of Chapel Hill that all departments and offices operate on a normal schedule regardless of weather conditions or circumstances. In the event of adverse weather, all Town employees are required to make every attempt to safely report to work. In addition to the expectations stated in this Town-wide policy, employees may also be subject to the protocols and procedures of their departmental adverse weather policies. Any deviation from this policy will only be on the authority of the Town Manager or his/her designee.

II. PURPOSE

Because some Town services are even more essential during times of adverse weather, the purpose of this policy is to emphasize the need to provide services in times of bad weather, address safety concerns, and to maintain equity for Town employees affected by these weather conditions. This policy applies to all regular and temporary Town employees and all types of adverse weather conditions.



Safety: We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.



Equity: Although we may hold different roles in the organization, we all work toward the common goal of serving the Town and the Town's residents and customers. Therefore, we seek and support policies and actions that are administered consistently and fairly to everyone regardless of rank, tenure or personal background.

III. PROCEDURE

A. Related Policies and Procedures

1. Reporting Procedures: If local weather conditions make it impossible for an employee to report to work, he/she is expected to notify his/her supervisor in the same manner used for any other absence. All employees are responsible for monitoring the Town's website, the local news and/or maintaining contact with their supervisor to be aware of reporting requirements or staffing levels at all times during periods of storms, emergencies or disasters.
2. Picking Up Essential Personnel: The Town Manager or the Department Directors decide which personnel are essential to maintain Town responsiveness in severe weather conditions. Efforts will be made by departments to transport critical staff members who are not able to get to work safely without this assistance. Available resources and the difficulty of reaching employees, due to distance or particular road conditions, will also play a part in deciding who gets picked up. Employees are not guaranteed transportation to work. The Town assumes no liability for employees who are injured or suffer property damage while reporting to work in a personal vehicle. Department Heads may waive reporting time rules to allow for extended delay in reporting due to extreme conditions.
3. Use of Paid Leave: Employees may use accrued vacation, compensatory and accrued holiday time to cover their absence due to adverse weather.
4. Facility or Program Closed: Unless specifically told not to report, employees should come to work if possible, even if the facility or program is closed. Other duties may be assigned or the department may need employees on hand in case conditions change and the program/facility re-opens.
5. Working At Home: Departments may establish a policy for conditions under which employees may work at home during adverse weather conditions.

IV. FORMS/ INSTRUCTIONS



V. ADDITIONAL CONTACTS Human Resource Development (919) 968-2700

- VI. DEFINITIONS
A. Adverse weather: Conditions that may prohibit some employees from reporting to work but do not necessitate the closing of facilities or curtailing of operations.
B. Emergency Closing Conditions: Conditions that necessitate the closing of Town facilities or the curtailing of operations.
C. Essential Personnel: Employees who are required to work during an emergency because their positions have been designated by the Town Manager or the Department Director as mandatory/essential to the Town operations during an emergency.

VII. RESPONSIBILITIES

VIII. APPENDICIES

IX. FAQ

X. SCOPE As of November 1, 2013 this policy replaces and supersedes any previous policies, sections of the employee handbook, or unwritten policies or practices covering the same subject.

XI. RELATED INFORMATION

XII. POLICY HISTORY Adopted October, 2000 Revised October, 2003 Revised November 1, 2013