

that they are required to appear. During such leave, the employee will be paid his or her regular compensation less any juror's fee received. The fee received from Jury Duty shall be paid back to the City upon receipt by the employee. The mileage portion of the payment shall be retained by the employee.

- (f) **Bereavement Leave.** An employee shall be granted up to three (3) working days, but no more than thirty (30) hours respective of what shift applies, of bereavement leave with regular pay in the event of a death in the immediate family. An employee's immediate family shall include: spouse, children, parents, spouse's parents, grandchild, grandparents, and siblings. Bereavement leave for aunts, uncles, cousins or in-laws shall be granted through the use of sick leave. Employees shall be excused from work, with pay, to attend the funeral of a deceased city employee formally employed at the time of death with the approval, obtained in advance of the funeral of the Employer. An employee shall promptly report to the Department Head any death necessitating the use of bereavement leave. Upon return to work, the employee shall, if the Department Head so requires, supply a copy of death certificate or obituary notice.
- (g) **Unusual/Inclement Weather Conditions.** During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety. An inclement weather situation is generally one in which snow, ice or other conditions present a significant hazard to employees and customers in getting to and from City facilities. Certain operations in the City must provide at least partial services at all times regardless of or because of unusual or inclement weather situations. Vital Public Services include the Police and Fire Department (clerical staff are excluded) and certain Public Works employees, which include but are not limited to the Wastewater Treatment Plant and Water Treatment Plant. The Department Heads with the responsibility for these operations, in conjunction with the Mayor, will determine what services and staffing levels must be maintained in unusual or inclement weather situations. An employee who is unable to get to work or leaves work early because of unusual/inclement weather conditions may charge the time missed to: vacation, special day off, compensatory time, or leave without pay. The employee shall advise the supervisor by phone as in any other case of late arrival or absence.

Closures.

1. The Mayor or designee retains authority to determine when inclement conditions warrant closing down City offices and services. The Mayor may choose to delegate this authority to a Department Head who is authorized to make the closure decision.
2. Once a closure directive has been issued, department heads are authorized to determine which services and facilities will remain open to provide vital critical or emergency services. They are encouraged to develop specific written inclement weather policies and procedures, keyed to the general requirements of this policy.
3. When a closure directive has been issued, all departments will be notified through the department head or a designated contact person.

Staffing Levels. When an inclement weather closing is directed, department heads or the Mayor must determine which employees and services must remain available during the shut-down. For services that must continue, they shall determine the level of staffing required, and the process by which it is decided which employees can be released and which must remain on duty.

Employee-Initiated Time Off.

1. In hazardous conditions, but short of a shut-down declaration, employees are authorized some discretion in deciding not to report for work or to leave work early. When employees legitimately believe that travel to or from work is overly hazardous, or circumstances at home require their presence, they may request the time off and may use paid leave to continue compensation during the absence. Leave charged for this purpose may be vacation, Special Day Off or comp time. Sick leave may not be used.
2. Time off under this section must be requested and approved by the employee's immediate supervisor or the person they would normally contact for time off. Requests will be honored provided the circumstances reasonably justify the employee's concern and the employee's presence is not required for critical services.

Pay During Shut-Downs.

1. When the determination is made to close down a facility, on duty employees will be paid for the remainder of their scheduled shift and paid leave need not be charged. This time is considered inclement weather leave and is authorized by the Mayor's declaration of a shut-down.
2. If the shut-down is announced in advance of the work day and employees do not report on that basis they must use their own paid leave for the day.
3. When a shut-down is declared, employees who had left work or did not report due to personal concerns relating to the inclement weather situation are eligible for inclement weather leave from the beginning of the shut-down to the end of their shift. Personal leave accounts need only be charged for their absence prior to the shut down. For example, an employee who leaves at 9:00 AM on a day a shut-down is declared at 11:00 AM must use two hours of leave and will receive five hours of inclement weather pay beginning at 11:00 AM. This section does not apply to employees who were off duty for the full day due to other reasons -- scheduled vacation, sick leave, etc. They must use paid leave for the full day as originally planned.
4. Non-critical employees must have their supervisors approval to continue working once a shut-down has been announced. The inclement weather leave will not count as time worked for the purposes of overtime calculation for the week.