



RE: INCLEMENT WEATHER POLICY

Background:

The City of Nixa's Inclement Weather policy is used by the City Administrator when deciding whether or not to close City Hall due to weather conditions or disaster. It is implemented for the safety of employees. This policy has not been updated in almost 10 years. When this policy was being discussed, leadership looked at how this policy would be used and in what circumstances, it was determined that a late start should be added to the policy. A late start is beneficial because City Hall will still have open hours and will be conducting business.

Analysis:

By updating our inclement weather policy and including a late start policy, it will allow the City Administrator to be more flexible when making decisions on whether or not to close City Hall.

Recommendation:

Staff is in agreement with this change.

MEMO PREPARED BY:

Amanda Hunsucker | Director of Human Resources

ahunsucker@nixa.com | 417-724-5642

RESOLUTION NO. 2023-12

A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE CITY'S PERSONNEL CODE BY MODIFYING POLICY 7.1.17.

WHEREAS City Charter Section 7.2 requires the Council to adopt a Personnel Code; and

WHEREAS the City maintains its Personnel Code in the Personnel Handbook, which is modified by Resolution from time to time; and

WHEREAS the City Council desires to modify the Personnel Code as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NIXA, AS FOLLOWS, THAT:

SECTION 1: The City's Personnel Code is hereby amended by repealing the current Policy referenced within the Personnel Code as "7.1.17 Inclement Weather" and adopting in lieu thereof a new policy which shall read as follows:

(Note: Language to be added is indicated by being underlined. Language to be removed is indicated by being ~~stricken~~.)

7.1.17 Inclement Weather

In case the City of Nixa needs to close offices, use late start procedures or close early due to inclement weather or disaster, the following procedures will be used to inform employees of the closure or late start. Employees' safety is the primary concern in making the call for closure versus early closure or late start.

There are many factors involved in making weather decisions such as amount of precipitation, type of precipitation, current road conditions, air temperature, and possible further accumulations.

If the City offices are closed, for the entire business day by order of the City Administrator due to inclement weather or disaster, the day will count as a day worked for employees unable to report. ~~In all other cases, when an employee is unable to report due to bad weather or disaster, the employee shall notify his supervisor and~~ that do not have leave time scheduled or requested. If an employee has scheduled or requested time off for that day, it will still be charged to compensatory entered on their time summary as a scheduled leave request. ~~, personal time or vacation time for the entire shift that the employee missed (even if City Hall closes early), or shall be unpaid.~~

If City offices close early, When an employee has reported to work and City Hall is ordered closed early, those employees already at work will not be required to utilize accrued leave

RESOLUTION NO. 2023-12

46 time for the hours missed. If an employee leaves work prior to City offices closing early,
47 the employee shall be required to use accrued vacation, personal time or comp time.

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49 ~~(1). The day will count as a day worked for employees scheduled to work that day.~~

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51 ~~(2). The day will not count as a day worked for employees scheduled off that day~~
52 ~~including pre-approved scheduled leave.~~

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54 For those employees (exempt and non-exempt) who perform essential operations and
55 must still report to work (i.e. Police); if City offices are closed for the entire business day,
56 they will accrue eight (8) hours Personal Leave to be used with prior approval of their
57 supervisor the Department Head. If City offices close early, ~~they do~~ there will not accrue
58 be an accrual of Personal Leave for the amount of time that City offices are closed early.
59 For those employees that perform essential operations for the remainder of their shift
60 worked, their time will be entered as straight time.

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62 In the event of weather or disaster, the City Administrator could decide to implement a
63 late start to opening for business. When a decision is made to have a late start, we will
64 send out notifications via city email and a text alert (CA->Directors->Supervisors-
65 >Employees). The alerts will go out by 6:00 a.m. if we will have a late start. The start time
66 for a late start will be determined by the City Administrator. Some departments and/or
67 employees that are deemed essential might be exempt from the late start or may have a
68 different start time stated by department directors.

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71 **SECTION 2:** This Resolution shall be in full force and effect from and after its final
72 passage by the City Council and after its approval by the Mayor, subject to the provisions
73 of section 3.11(g) of the City Charter.

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76 **[Remainder of page intentionally left blank. Signatures follow on next page.]**

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RESOLUTION NO. 2023-12

92 **ADOPTED BY THE COUNCIL THIS 27th DAY OF March, 2023.**

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ATTEST:

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PRESIDING OFFICER

CITY CLERK

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100 **APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2023.**

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ATTEST:

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MAYOR

CITY CLERK

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108 APPROVED AS TO FORM:

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CITY ATTORNEY

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