

CITY OF PORTSMOUTH
ADMINISTRATIVE POLICY

#4

APRIL 2014

SUBJECT: Reporting and Compensation During Emergency City Closings

PURPOSE: The purpose of this policy is to provide guidelines for reporting to work and for compensation when City offices are closed due to emergency situations such as inclement weather, natural disaster, or any other cause. The City Manager has the authority to amend provisions of this policy as deemed necessary.

POLICY:

I. DESIGNATION OF ESSENTIAL PERSONNEL

Department Heads are responsible for determining which, if any, of their employees are considered essential personnel, and who must therefore report to work in emergency situations when City offices are closed. Whenever possible, Department Heads should designate employees who are exempt from the provisions of the Fair Labor Standards Act (FLSA) as essential personnel.

The Department of Human Resource Management will maintain the master list of essential personnel, as designated by the City Manager, and coordinate with departments annually for updated information.

II. REPORTING AND COMPENSATION

When the City Manager changes the hours of operations, resulting in late opening or early closing or closes City operations for an entire day, employees (non-exempt and exempt) who had been scheduled to work shall be paid for their normal work schedule.

Non-sworn and non-exempt employees who are required to work during emergency closings will be compensated for their normal work schedule. They will also be compensated for hours worked in addition to their normal work schedule. Employees who are required to work during an emergency closing will be compensated at an overtime rate for only those hours actually worked that exceed 40 hours of work. Please refer to AP #7 and/or #8 for further information on Work Periods and Overtime.

No additional compensation will be paid to non-essential personnel who, through failure to receive notification of partial or complete closing, report to or remain at work.

Days Off: Employees whose scheduled days off occur during a partial or full-day closing due to an emergency situation will not be compensated in any way for this time. Essential personnel who perform work, on their days off, during a period of emergency closing will be paid as though the days were regular work days and will receive another day off in the same or immediately following work period.

Paid Leave: Employees on paid leave will not be charged any leave for the duration of the emergency closing.

III. COMMUNICATION PLAN

When the decision to close City offices has been made, the City Manager or his designee will communicate it to employees via local radio and television stations including Cox Cable Channel 48 (PCTV). Employees are expected to adhere to all instructions given on the radio and television stations.