

TITLE: Emergency Closing

I. PURPOSE AND SCOPE

This policy provides direction in the event the closing of the City of Avondale (City) offices due to natural or human caused emergencies, including but not limited to, severe weather, a declared state of emergency, utility disruption, natural disasters, or terrorist acts. This policy applies to all City employees.

II. POLICY STATEMENT

It is City policy to make every effort to remain open for business on scheduled work days. However, emergency situations may prevent the City from doing so. In all cases, employee safety is the primary consideration in determining the City's ability to stay open for business.

The following procedures will set forth City and employee obligations regarding reporting to work, use of leave, and pay issues when circumstances impact the City's ability to be open for business.

III. DEFINITIONS

A. Emergency: Any natural, nuclear, man-made or war-related disaster, any health related catastrophe or any phenomenon which disrupts City operations.

III. POLICY PROVISIONS

A. The City will follow the guidance, as reported on local news stations, related to the status of the State of Arizona government offices in Maricopa County. However, the City Manager will make the final determination to close City offices. Every effort will be made by the City to notify the local news stations in the event of a closure.

B. Department Directors will determine which employees within their departments will be required to report to work in the event of a City closure.

C. If City offices are open, employees are expected to report to work on time, as scheduled. Employees who fail to report to work will be considered to be out for personal reasons and will be granted unpaid leave on a full day basis for the first occurrence. Subsequent occurrences may subject the employee to consequences under the City's leave policy.

- D. If the City offices are closed, as determined by the City Manager, non-exempt (i.e., hourly) employees will be paid their regular pay for up to three (3) full days of emergency closure pay per fiscal year. If closures exceed three (3) days per fiscal year, they will be considered on unpaid leave unless an employee has accrued vacation or compensatory time they wish to use.
- E. If the City offices are closed, as determined by the City Manager, exempt (i.e., salaried) employees will be paid their normal weekly salary for any workweek in which any work is performed. Given the nature of exempt jobs, it is assumed that at least some work will continue (e.g., checking emails, voicemails, etc.) during situations where the office is closed. However, if that is not the case and a week passes where no work is performed, such individuals may use vacation leave. If no vacation leave is available, the employee will be deemed to be on unpaid leave.
- F. In the event of a partial day closure, all employees will be paid their normal pay for the day. This is true whether the closure is due to early closing or late opening in accordance with procedures specified above.
- G. The City reserves the right to make decisions regarding emergency closings that are believed to be in the best interests of and the safety of all employees, even if the State of Arizona does not announce a closure of its own.
- H. In the event of a City designated closure, emergency contact information will be used to notify employees who are not at work at the time a decision is made. It will be the responsibility of each Department's supervisory staff to notify employees of a City designated closure.

IV. APPROVAL



David Fitzhugh, Acting City Manager

March 19th, 2014

Date of City Manager's Approval