



ARTICLE XXXV INCLEMENT/ADVERSE WEATHER POLICY

I. POLICY:

During periods of inclement weather, the Town Manager is responsible for making a determination as to whether or not the operating hours of the Town of Selma N.C. should be delayed, canceled or closed early. The Town Manager makes this determination based on the severity of weather conditions at the time, the weather forecast, road conditions and the closing of area businesses and industries.

II. PURPOSE:

In the event it becomes necessary to open Town Offices late or to close early due to severe inclement weather, it is the Town's intent that the employees receive their regular pay for the day.

III. PROVISIONS:

Employees should record all hours worked and indicate Administrative Leave only for the hours necessary to make up the difference between actual hours worked and scheduled hours for that day. The Town only pays overtime in accordance with all applicable state and federal wage and hour laws based on actual hours worked.

The following explanation is regarding compensation and leave practices that apply specifically to employees classified as non-exempt in accordance with the Fair Labor Standards Act. Town of Selma employees will be granted paid Administrative Leave for the portions of the business day in which Town of Selma agencies are closed for inclement weather conditions.

EXAMPLE: If the Town of Selma opens at 10:00 a.m. due to inclement weather, Town of Selma employees normally reporting to the work site at 8:00 AM will receive two hours paid Administrative Leave (from 8:00 AM until 10:00 AM)

If, due to inclement weather conditions, a non-exempt employee is unable to arrive at work by the scheduled time of the delayed opening, the employee must exhaust accumulated Annual Leave or previously accumulated Compensatory Time.

If the employee is deemed a critical employee or responsible for emergency services including law enforcement, fire protection, electric or public services and report to work on days where

the Manager has closed the offices, the employee will received his/her pro-rated share of the hours work in Compensatory Time.

EXAMPLE: The Town Manager has closed the offices due to inclement weather. The critical employees will receive their day's pay AND 8 hours of Compensatory Time, or an equivalent amount based on their work schedule.

ANNOUNCEMENTS REGARDING OPERATING HOURS

Information regarding the operating hours of the Town of Selma during inclement weather will be provided to designated media outlets by 7:00 a.m. Announcements during periods of inclement weather will be placed on the Town of Selma website (<http://www.selma-nc.com/>).

Employees also have the option of calling their Department Head/immediate supervisor for further information/instruction.

RESPONSIBILITIES

All employees are responsible for checking available sources of information regarding possible delayed schedule or closing of Town Agencies during periods of inclement weather. Employees are also responsible for contacting his/her Department Head or designee prior to the announced scheduled opening of the Town Agencies to advise him/her of any inability to arrive at work and request approval of Annual Leave.

Department Heads, supervisors, and the Finance Director are responsible for ensuring this policy is adhered to properly and for the monitoring of employee time sheets.

Employees of the Town of Selma who have exhausted or exhaust accumulated Annual Leave or previously accumulated compensatory time shall not be paid for operating hours of the Town of Selma during periods of inclement weather.

RECOGNITION

The Town of Selma believes that it has the responsibility to provide and maintain services to its citizens in the event of severe weather or emergency conditions provided that there is no imminent threat to an employee's safety.

The Town of Selma values the dedication of its employees and believes that it is valuable to recognize such dedication. Following the severe weather or emergency conditions, special recognition by the Town and/or individual departments should occur.

Policy adopted by Selma Town Council

Effective Date: July 10, 2018

As of August 10, 2021, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.