

CITY OF WESTFIELD INCLEMENT WEATHER POLICY

It is the policy of the City of Westfield to provide timely information to City employees concerning the open/close status of City offices as a result of a weather emergency. This policy also outlines what areas are considered essential and non-essential for the purpose of this policy. This policy covers all City employees but does not include the Westfield Public School Department or the Westfield Gas & Electric Department.

Essential Employee(s): staff of departments which must continue their operations to ensure the safety and order of Westfield citizens in times of emergency, such as inclement weather emergency operations. Essential departments are Police (but not clerical), Fire (but not clerical), Dispatch, and DPW (but not clerical). Essential employees also include any custodial employees, regardless of department.

City Hall: for the purposes of this policy, City Hall shall mean all city departments contained within the City Hall building at 59 Court Street, in addition to any other municipal offices within the City of Westfield except for the School Department or Gas & Electric Department, unless specifically enumerated in the notice of modified hours.

Procedures:

The Mayor will determine whether to implement Weather Emergency procedures. The weather emergency procedure may include the delay of the opening and/or early closing of City Hall. **Essential employees are required to report to work as normally scheduled/required in the event of inclement weather and/or a weather emergency.**

Inclement weather prior to the work day:

If the Mayor delays the opening of City Hall, then non-essential employees are required to report to City Hall at the designated opening time and not before. Should City offices remain open during inclement weather in the morning, then all employees are required to report to work as scheduled. Non-essential employees may, at the discretion of their Department Head, use accrued personal, vacation time, or take time without pay in order to report later or leave earlier from their shift.

Inclement weather during the work day:

Should the Mayor close City Hall early as a result of inclement weather, non-essential personnel will be allowed to leave at the City Hall closing time and be paid for the remaining duration of their work shift. Essential employees are required to report to work for the duration of their assigned shift as scheduled/required even if City Hall is closed early.

Should the Mayor close City Hall for the day prior to the scheduled opening time or for the day, non-essential personnel will not be required to report to work and will be paid for the entire work day. Essential employees are required to report to work for the duration of their assigned shift as scheduled/required even if City Hall is closed entirely.

Use of previously approved employee accrued time during inclement weather:

Employees must physically report for their shift to receive inclement weather pay if City Hall opens late or closes early. Employees who are approved for use of personal time, vacation time, or leave without pay *prior to* City Hall being closed will be charged for the use of the requested and approved time *during* an inclement weather delayed opening or closure. For example:

- If (1) vacation time is requested and authorized for a late report time, (2) the employee subsequently reports for duty, and (3) City Hall is closed early in the afternoon for inclement weather, then only the amount of time requested/approved will be charged to the accrued time of the employee. In the event described above, the employee will receive inclement weather pay in the afternoon for early City Hall closure since they reported to work.
- If the employee requested and authorized for either a portion of or an entire vacation day on a day which is subsequently closed for inclement weather, the employee will be charged against their vacation time for the previously requested vacation time use during the workday regardless what time the Mayor opens/closes the City.

City Hall hours which are modified by inclement weather will be posted on television channels 22, 40 and local access channels will be notified. The City website, www.cityofwestfield.org, will also be updated with the change in hours.