

ORDINANCE NO.035 - 2014

APPROVING AND ADOPTING INCLEMENT WEATHER POLICY AND
PROCEDURE FOR THE CITY OF MAUMEE, OHIO, AND DECLARING AN
EMERGENCY.

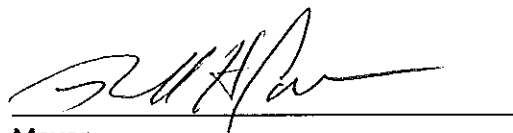
BE IT ORDAINED by the Council of the City of Maumee, Ohio, that:

SECTION 1. The Inclement Weather Policy and Procedure of the City of Maumee, Ohio, as set forth in Exhibit A to this Ordinance, be, and the same hereby is, approved and adopted as the official Inclement Weather Policy and Procedure of the City of Maumee, Ohio.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.


SECTION 3. This Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately from and after its passage. The reason for the emergency lies in the fact that this Ordinance is necessary for the immediate preservation of the public peace, health and safety in that such policy is urgently needed for the orderly and effective operations of the City and to ensure appropriate and consistent handling of employees during inclement weather situations.

Vote on emergency clause: Yeas 7 Nays 0.
Passed as an emergency measure: March 17, 2014.



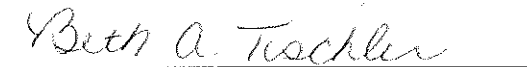
Mayor.

ATTEST:



Municipal Clerk.

Approved as to form by:



Law Director.

City of Maumee, Ohio Inclement Weather Policy and Procedure

Purpose: The City of Maumee recognizes that severe weather can create conditions which make it difficult or impossible for an employee to report to work. The City desires to ensure that all employees are aware of and understand their status during such times and the procedures to follow during such weather conditions.

Essential Employees: All full-time employees of the City of Maumee are considered essential employees. Your attendance is necessary to ensure that City operations continue uninterrupted at all times. Employees are expected to report to work on all regularly scheduled shifts. **Members of the various safety and service departments may have additional requirements based on their respective collective bargaining agreement or work rules based on the type of inclement weather.**

Policy and Guidelines: When snow, ice, or other weather conditions make travel to and from work difficult, employees are encouraged to make every reasonable attempt to report to work as scheduled. Employees shall be compensated in the following manner during such weather conditions:

1. **Regularly scheduled shift:** If it is an employee's regularly scheduled shift then the following two scenarios apply:
 - a. **Employee Reports to work:** If the employee reports to work as scheduled they shall be compensated at their regular rate of pay for all hours actually worked. **(If a member of a collective bargaining agreement – your agreement takes precedence)**
 - b. **Employee Unable to Report to work:** If an employee is scheduled to work and who makes a reasonable attempt to report but is unable to do so due to the weather conditions, they **shall notify their immediate supervisor** regarding the situation as soon as possible. Such employee shall have the following options relative to pay:

- i. Request to use accrued vacation, personal, flex or compensatory time to cover the period of absence, subject to the approval of the Director responsible for said employee; or
- ii. Request leave without pay to cover the period of the absence, subject to the approval of the Director responsible for said employee.

***An employee who fails to report during inclement weather conditions without notifying their immediate supervisor of their situation shall be charged with being absent without approved leave.**

2. **Not Regularly scheduled time:** An employee called in to deal with the effects of the weather conditions or to maintain adequate staffing levels shall be paid in accordance with the respective Ordinance or collective bargaining agreement.

Transportation: The Employer **may** offer to transport essential employees in order to deal with the weather emergency or to adequately staff continuous-operations during a declared weather emergency. Such employee shall be required to accept such transportation and to report to work.

1. **Refusal of Transportation:** An employee refusing employer provided transportation during bad weather or during a weather emergency shall be considered absent without approved leave, be subject to disciplinary action, and shall receive no form of compensation from the employer during such absence.

Tardiness: Employees who make a reasonable effort to report to work during bad weather or during a declared weather emergency will be given reasonable consideration should they arrive late due to the weather conditions. The time tardy to work shall cause a deduction from an accrued leave balance; however, will not result in disciplinary action **unless deemed unreasonable.**