Purpose

The purpose of this administrative directive (AD) is to provide civilian employees with city-wide guidelines for reporting to work during inclement weather.

Policy

Employees are expected to report to work as scheduled at all times, to include during periods of inclement weather, unless directed not to do so by the City Manager. In the event of official City of San Antonio (City) closures, the City Manager will determine the amount and type of leave to be deducted for each event.

When inclement weather conditions escalate and the Mayor declares a weather emergency, the City Manager may authorize City business closures for the safety of employees and the public.

Policy Applies To

- External & Internal Applicants
- Temporary Employees on the City’s Payroll
- Full-Time Employees
- Volunteers
- Part-Time Employees
- Grant-Funded Employees
- Paid and Unpaid Interns
- Police and Fire Academy Trainees
- Uniformed Employees Under Collective Bargaining Agreements

Employees on the Pre-K for SA School Staff are subject to the departmental Inclement Weather Policy.

Definitions

City Workweek

Begins at 12:01 am Saturday and terminates at midnight on Friday (as defined in Municipal Service Rule XII, Section 1. Work Hours)

Civilian Employee

Any employee not a member of the uniformed service in the San Antonio Police and Fire Departments, and who is not defined as Pre K School Staff.

Departmental Attendance Procedures

Internal attendance procedures established by each department in accordance with Administrative Directive 4.2, Workplace Attendance.

Essential Personnel

Employees designated by department Directors who, by virtue of their specialized function or necessary skills, are essential to the department's operational needs during emergency situations, such as inclement weather, and are therefore required to report for duty.

Inclement Weather

Weather conditions that may cause unsafe driving conditions for both public and private transportation, such as snowstorms, ice storms, wind storms, earthquakes or floods.
<table>
<thead>
<tr>
<th><strong>Weather Emergency</strong></th>
<th>An emergency declared by the Mayor requiring extreme caution due to increased danger and risk resulting from local weather conditions.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Essential Personnel</strong></td>
<td>Employees not designated by department Directors as essential to the department's operational needs during emergency situations, such as <em>inclement weather</em>.</td>
</tr>
<tr>
<td><strong>Scheduled Start Time</strong></td>
<td>The beginning of an employee's shift and the time the employee is required to return from break, lunch period or other approved absence from the workplace.</td>
</tr>
<tr>
<td><strong>Pre K School Staff</strong></td>
<td>Staff who work on the approved Pre-K 4 SA employment calendar, including Center Directors, Center Assistant Directors, Master Teachers, Family Specialists, Nurses, Administrative Associates, Teacher Assistants I and II, Kitchen Supervisors and Assistants.</td>
</tr>
<tr>
<td><strong>Pre K Support Staff</strong></td>
<td>The executive team and shared services staff, including the Pre-K 4 SA CEO, Department Fiscal Administrator, Senior Accountant, Employee Relations Representative, MAs, Senior Executive Secretary, Crew Leaders and Custodians.</td>
</tr>
</tbody>
</table>

### Policy Guidelines

1. Employees are expected to report to work at their scheduled start time at all times; including during *inclement weather* unless an official weather emergency has been declared by the Mayor.

2. The City Manager may determine the need to close City business operations during a declared weather emergency.

3. Changes to the regular business schedule during weather emergencies will be announced on the employee HOTLINE, 207-2255 (207-CALL), the official City website and may also be found by calling 311. Employees are required to consult these sources to verify if attendance at work is required.

4. Employee tardiness or absences during inclement weather will be subject to point assessments in accordance with Administrative Directive 4.2, Workplace Attendance; however, points will not be assessed during City closures resulting from weather emergencies.

5. Employees must use accrued leave or leave without pay if no leave balances are available to account for hours not worked during inclement weather.

6. Employees will be compensated for the time they were scheduled to work during business closures due to weather emergencies.

7. Non-essential personnel will not be assessed attendance points as outlined in Administrative Directive 4.2, Workplace Attendance, if employees report to work during hours designated by the City Manager in the official announcement for weather emergencies.

8. Essential personnel who are required to report to work will be charged points in accordance with Administrative Directive 4.2, Workplace Attendance, if they fail to report as scheduled.

9. Temporary and part-time employees are only paid for hours worked and therefore will not receive pay for hours not worked during inclement weather or weather emergencies.

10. In accordance with Administrative Directive 4.13C, Compensation under the Fair Labor Standards Act, overtime is calculated based on forty (40) actual hours worked within a City workweek. Hours not worked but paid during weather emergencies shall not be utilized to calculate overtime payments.
| **Guidelines for Civilian Employees, cont.** | 11. Employees with previously approved leave prior to a weather emergency declaration will continue to have their leave charged.  
12. Pre K Support Staff should contact their supervisor in the case of a Pre K Center Closure for instructions regarding reporting location. |
|---|---|
| **Guidelines for Pre K School Staff** | 1. In the event of severe inclement weather and upon confirmation that districts participating in Pre-K 4 SA are closing schools, the CEO will recommend to the City Manager that Pre-K 4 SA campuses be closed. The City Manager makes the final determination on Pre-K 4 SA school closures.  
2. After being contacted by their supervisors about a closure or scheduled change, employees are responsible for calling the employee HOTLINE, 207-2255 (207-CALL), checking the City’s or contacting 311/customer Service to monitor additional schedule changes during inclement weather and weather emergencies. |
| **Roles & Responsibilities** | 1. Employees are required to provide their supervisor with current contact information (i.e. telephone numbers) for weather emergency situations.  
2. Employees are expected to report to work at their scheduled start time (in accordance with Administrative Directive 4.2, Workplace Attendance) unless an official announcement from the City Manager, provided in advance, specifies schedule changes due to a weather emergency.  
3. Employees are responsible for calling the employee HOTLINE, 207-2255 (207-CALL), checking the City of San Antonio website or contacting 311/Customer Service to verify schedule changes during inclement weather and weather emergencies.  
4. When inclement weather conditions make it impossible for the employee to report for work, notification to the employee's supervisor is required in accordance with Administrative Directive 4.2, Workplace Attendance, and Departmental Attendance Procedures.  
5. Employees who have a pre-approved telecommuting arrangement with the City should be paid for any work performed accordingly during periods of inclement weather and weather emergencies.  
6. New employees will receive a copy of this AD and will sign an acknowledgment Form (Attachment A). Existing employees may also receive an Acknowledgment Form. |
| **Employees** | 1. Department Directors shall identify essential personnel, inform them of their status in writing and define their responsibilities.  
2. Departments will establish and update telephone lists of employee contacts to be used for weather emergency events. |
| **Departments** | 1. Communications and Public Affairs will notify local radio and television stations if a decision is made to close down City or Pre K 4 SA operations due to a weather emergency.  
2. Communications and Public Affairs will post employee schedule changes on the City's website.  
3. Communications and Public Affairs will notify 311/Customer Service of all information regarding City or Pre K 4 SA closures. |
| **Communications and Public Affairs** | Customer Service Representatives will provide all callers with information regarding City closures that affect the work status for employees. |
| **311/Customer Service** | 1. Department Directors shall identify essential personnel, inform them of their status in writing and define their responsibilities.  
2. Departments will establish and update telephone lists of employee contacts to be used for weather emergency events.  
3. Communications and Public Affairs will notify local radio and television stations if a decision is made to close down City or Pre K 4 SA operations due to a weather emergency.  
4. Communications and Public Affairs will post employee schedule changes on the City's website.  
5. Communications and Public Affairs will notify 311/Customer Service of all information regarding City or Pre K 4 SA closures.  
6. New employees will receive a copy of this AD and will sign an acknowledgment Form (Attachment A). Existing employees may also receive an Acknowledgment Form. |
| **Roles & Responsibilities** | 1. Employees are required to provide their supervisor with current contact information (i.e. telephone numbers) for weather emergency situations.  
2. Employees are expected to report to work at their scheduled start time (in accordance with Administrative Directive 4.2, Workplace Attendance) unless an official announcement from the City Manager, provided in advance, specifies schedule changes due to a weather emergency.  
3. Employees are responsible for calling the employee HOTLINE, 207-2255 (207-CALL), checking the City of San Antonio website or contacting 311/Customer Service to verify schedule changes during inclement weather and weather emergencies.  
4. When inclement weather conditions make it impossible for the employee to report for work, notification to the employee's supervisor is required in accordance with Administrative Directive 4.2, Workplace Attendance, and Departmental Attendance Procedures.  
5. Employees who have a pre-approved telecommuting arrangement with the City should be paid for any work performed accordingly during periods of inclement weather and weather emergencies.  
6. New employees will receive a copy of this AD and will sign an acknowledgment Form (Attachment A). Existing employees may also receive an Acknowledgment Form. |
| **Employees** | 1. Department Directors shall identify essential personnel, inform them of their status in writing and define their responsibilities.  
2. Departments will establish and update telephone lists of employee contacts to be used for weather emergency events. |
| **Departments** | 1. Communications and Public Affairs will notify local radio and television stations if a decision is made to close down City or Pre K 4 SA operations due to a weather emergency.  
2. Communications and Public Affairs will post employee schedule changes on the City's website.  
3. Communications and Public Affairs will notify 311/Customer Service of all information regarding City or Pre K 4 SA closures. |
<table>
<thead>
<tr>
<th><strong>Information Technology Services Department (ITSD)</strong></th>
<th>ITSD will maintain an employee HOTLINE for employees to call for return to work directions/instructions. The number is 207-2255 (207-CALL).</th>
</tr>
</thead>
</table>
| **Human Resources** | 1. Human Resources, both centrally and through department Human Resources Representatives, will provide interpretation regarding this AD and assist in resolving employee/supervisory attendance-related issues.  
2. Human Resources shall update the employee HOTLINE as needed. |
| **Department Time and Attendance Specialists (TAS)** | 1. TAS shall maintain accurate attendance records for assigned employees as well as accurate point assessments and will consult ADs for charging/paying employees in accordance with existing policies.  
2. TAS will refer all questionable policy issues to the department Human Resources Representative. |

This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Human Resources Department.
CITY OF SAN ANTONIO

EMPLOYEE ACKNOWLEDGMENT FORM
FOR

ADMINISTRATIVE DIRECTIVE 4.60
Inclement Weather

Employee:

I acknowledge that on ________________, 20____, I received a copy of Administrative Directive 4.60 Inclement Weather, and was given the opportunity to ask questions or contact my Human Resources Representative.

______________________________  ________________________________
Employee Name (Print)          Department

______________________________  ________________________________
Employee Signature             Employee SAP ID Number

Attachment A
Personnel File (original)