

## INCLEMENT WEATHER PAY POLICY

This policy advises City of Waterbury departments how to process pay and leave during an official inclement weather closedown, delayed opening, or cancellation for all employees. This policy applies only to cases when the Mayor or his/her designee officially announces one of the aforementioned situations relating to inclement weather.

The intent of this policy is to ensure that eligible City of Waterbury employees are treated equitably regarding pay when the Mayor or his/her designee officially declares that the City of Waterbury closes early, opens late, or has a cancellation due to inclement weather.

In the event the Mayor or his designee declares a delayed opening, early closure or a cancellation of the work day due to inclement weather, then eligible employees shall be paid for any regularly scheduled hours they would have worked but for the delayed opening, early closure or cancellation.

Eligible employees are regular and benefit-eligible civil service, grant, and noncertified education employees who are working at the time that an inclement weather closing is officially declared, or are scheduled to work a shift that begins at or before midnight for the remainder of that day and who are not considered essential employees. **Please Note: That this policy does not apply to any employees covered by a collective bargaining agreement that addresses the issue of delayed openings, early closures or cancellations due to inclement weather.**

Selected positions have been identified as essential during weather closings (e.g. police officers, fire personnel, and snow removal personnel). Essential employees must report to work at their regularly scheduled time notwithstanding a delayed opening, early closure, or cancellation of the work day by the Mayor or the Mayor's designee. Such personnel are made aware of this designation at the time of hiring or reassignment to a position that is considered essential during an inclement weather event.

For purposes of this policy, regularly scheduled work hours are the employee's normally scheduled work day during the period of the closedown. It does not include overtime or any time above and beyond what the employee expected to work that day.

Temporary and Per Diem employees are not considered eligible employees under this policy and will not receive pay for any hours not worked due to a delayed opening, early closure or cancellation of the work day unless those employees are employed in exempt positions as determined by the FLSA.

In the event that an employee utilizes accrued personal or vacation time to not attend work on the day of inclement weather (with permission from the supervisor) or leaves early prior to the official declaration of the closure, that accrued time will in no case be converted to regular time for pay purposes. In addition, employees requesting to utilize accrued sick time to not attend or leave early prior to the official declaration of the closure, will not have that accrued time converted to regular time for pay purposes.

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