



MONROE CITY COUNCIL

Agenda Bill No. 19-049

SUBJECT:	Authorize Emergency Closures Pay Policy and Handbook Amendment
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/26/2019	Human Resources	Ben Warthan	Ben Warthan	Final Action #2

Discussion: 02/26/2019

Attachments: 1. City Handbook Excerpt – Proposed Amendment

REQUESTED ACTION: Move to authorize new pay policy for emergency closures and amendment to City Handbook thereto, as presented.

POLICY CONSIDERATIONS

The City Council is responsible for the budget and policy.

DESCRIPTION/BACKGROUND

On Tuesday February 12, 2019, consistent with the City’s Emergency Closure policy, the Mayor closed City Hall due to weather conditions. While most employees were not required to report to work. A crew of approximately twenty-five individuals were required to report to work for snowplowing, repairing of a broken water main, and other duties related to the snow. While City Policy allows for closure of City Hall, it does not address how to compensate the individuals that are deemed essential and must report to work during the closure. The Collective Bargaining Agreements (CBA) are also silent on this matter. The language that closely aligns to this situation in the CBA pertains to working on holidays.

“Employees who work on holidays shall be paid at the rate of one and one-half (1-1/2) times their regular straight-time hourly rate of pay for hours worked. Holiday pay will not exceed eight (8) hours, even if working an alternate work schedule (i.e., 4/10, 3/12, or 5/7).”

The City is requesting individuals (non-commissioned) who worked on the closure day are paid consistent with the holiday language in the CBA.

FISCAL IMPACTS

Approximate Cost of overtime including benefits: \$17,250.

TIME CONSTRAINTS

At this meeting to ensure employees are paid on March 7, 2019, payroll for the time worked on February 12, 2019.

ALTERNATIVES

Pay at 1-1/2 times the employees’ regular rate of pay, which is inconsistent with how the City compensates employees who work on a holiday.

EXCERPT FROM CITY HANDBOOK

Emergency Closures

It is the policy of the City that all city offices and activities shall be open and in operation during established working hours. Because many City services are of primary importance during emergency conditions, all employees should make every effort to report for work on a timely basis. Should emergency conditions prevail which would prevent City employees from reporting to work, it will be the responsibility of the employee to contact his or her supervisor or department director by telephone to indicate anticipated absence from work or late arrival to work and the reason for such absence or tardiness.

Any employee unable to report to work will be given the option of having pay deducted for the time lost or for applying vacation credits or compensatory time, if such has been accrued, to offset any loss of pay, subject to the approval of the employee's supervisor.

Should conditions prevail that require the mayor to announce curtailment of City operations for the safety and welfare of City employees, no pay shall be deducted for time lost during the first two (2) days of lost time during such curtailment of operations, nor shall employees be required to use vacation or compensatory time for such two (2) day period unless the employee had already scheduled the time as vacation or compensatory time off.

Employees (non-commissioned) who are required to report to work during closures shall be paid at a rate of one and one-half (1-1/2) times their regular straight-time hourly rate of pay for hours worked. Closure pay will not exceed eight (8) hours, even if working an alternate work schedule (i.e., 4/10, 3/12, or 5/7).

During periods of official closure due to physical damage or service interruption to the facility, if possible, employees will be provided substitute work. Employees are expected to report for work and perform regular or substitute duties.

During the following unusual occurrences, the City may provide shelter for employee's families:

- Earthquakes
- Winter Storms
- Civil Disturbances
- Floods
- Extended Power Outages

Families should report to the police building. If possible, families should bring food, water, clothing, and any special items (medicine, diapers, formula) for 72 hours.