



Date Issued:
01/26/2024

INCLEMENT WEATHER POLICY

Issued By: Rick Kane


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Revised: New

PURPOSE

The purpose of this policy is to establish processes for employees to follow in the event of inclement weather including a uniform procedure for the treatment of employees' absences from work during periods of inclement weather.

The Township reserves the right to close or delay opening of Township facilities, due to weather or other unforeseen circumstances. Employees are expected to report to work at their assigned times and schedules regardless of weather conditions.

It is recognized that severe weather conditions may prevent employees from reporting to work, cause employees to report late, or require employees at work to depart earlier than scheduled.

APPLICATION

This policy applies to all regular Full time, and Part time employees of Manheim Township.

PROCEDURES

1. During an inclement weather event, unless otherwise directed by the Township Manager or Assistant Township Manager, employees shall make every reasonable effort to attend work at the regularly scheduled time and location to ensure that the Township facilities and services are open and general operations are functioning. Given the possibility of severe weather, staff are expected to take steps to be prepared for travel in inclement weather.
2. If an employee chooses not to travel to work or expects to be late or wishes to leave work early during inclement weather, they shall observe standard protocols for reporting absences for the department.
3. Employees who miss work for inclement weather shall use accrued unused time from their accrual bank such as vacation, personal, compensatory time or floating holiday, if applicable.

CLOSING OF TOWNSHIP FACILITIES

1. The decision to close any facility will be made by the Township Manager or Assistant Township Manager, taking into consideration storm severity, available forecasts, transportation warnings, accessibility of facilities, and the overall safety of staff, customers, and the public.
2. If the Township is closed as directed by the Township Manager or Assistant Township Manager, employees will be paid for the normal working hours. Department Directors are responsible for ensuring their direct reporting staff are notified of closures via phone or text.



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DELAYED OPENING OF TOWNSHIP OFFICES/FACILITIES

1. If there is a delay in opening Township offices/facilities as directed by the Township Manager or Assistant Township Manager, employees will be paid for their regularly scheduled hours. Employees will not be required to use any of their paid time off. Department Directors are responsible for ensuring their direct reporting staff are notified of delays via phone or text.
2. If there is a delay in opening the facility as directed by the Township Manager or Assistant Township Manager and the employee chooses not to report to work because of weather conditions, the employee shall use accrued unused time such as vacation, personal, floating holiday, or compensatory time.

GENERAL PROVISIONS

1. Department Directors are to adhere to the direction of the Township Manager or Assistant Township Manager regarding facility closing or delaying an employees start time. Directors are not to extend the delay time unless it has been approved by the Township Manager or Assistant Township Manager.

EXCLUSIONS

Essential personnel such as Police, Fire Rescue and Public Works field staff will attempt to provide service levels as warranted by the situation. This policy does not apply to employees on an approved leave of absence, previously scheduled vacation or sick leave.

Regardless of employment status (exempt / non-exempt), if an employee chooses not to report to work during inclement weather and the facility remains open, the employee will be required to use unused accrued time. If none is available, the employee will not be paid for the missing hours.

REVIEW CYCLE

This policy will be reviewed periodically by the Township Manager.