

IV. Leaves of Absence

I. Facilities Closures Due to Emergency Situations

Overview.

The role of the City of Lawrence is to maintain essential services and operations during emergency situations while endeavoring to provide for the protection of the life, health, and safety of City employees and members of the Lawrence community. The purpose of this policy is to establish employee work expectations and compensation procedures during an emergency situation. This policy applies to all City of Lawrence employees.

Emergency Situations.

Emergency situations may include extreme weather conditions such as snow, ice, tornados, earthquakes, floods, or other natural disasters. It may also include fire, equipment failure, disruption of power or water, acts of terrorism, or conditions hazardous to the life, health, or safety of employees, or any other condition resulting in a forced evacuation of City property.

Departments are responsible for designating which positions are considered essential and communicating which employees are required to work during emergency situations. It is the responsibility of essential employees to make a good faith effort to report to work as directed during emergency situations.

City facilities and operations are to remain open as scheduled unless directed to close by the City Manager or the City Manager's designee in response to an emergency situation. In such case, employees will be notified through departmental and/or citywide communication methods. Departments and employees are responsible for maintaining employee contact information for emergency purposes.

Compensation.

Employees who are required to work during emergency situations, including those who work remotely, will receive their regular pay for the day and are not entitled to special pay or benefits due to the emergency situation. Normal pay policies and overtime calculations rules will apply to any hours worked during the week of the emergency or building closure.

Non-exempt benefit eligible employees who are notified of adjustments to their work schedule or who are unable to report to work due to an emergency situation and who cannot work remotely will be compensated in pay for the time they were not able to work. Any pay or hours to make the employee "whole" for the day will not be counted as hours worked for the computation of overtime. These hours shall be coded as "other paid time off" when recorded in the payroll system. Supervisors may allow or require non-exempt employees to work remotely as long as specific work outcomes and expectations are established in advance. Supervisors may allow or require employees to make up time missed due to an emergency situation if it can be done during the same work week. Make-up time should not lead to overtime accrual.

Exempt employees who can work remotely may be required to do so during emergency situations.



Employees who have previously called in sick or have scheduled leave will not be able to change the leave to be compensated for time during the emergency situation.

Discipline.

Essential employees who do not make a good faith effort to report to work or who reported to work late may be required to use vacation leave, personal leave, or leave without pay and may be subject to the discipline process up to and including termination.