

RESOLUTION NO. 2019-10

RESOLUTION AUTHORIZING THE EMERGENCY ATTENDANCE POLICY

WHEREAS, the Village of Caledonia is reviewing Personnel Manual policies to ensure consistency and legal compliance; and

WHEREAS, the current Inclement Weather/Snow Policy lacks clarity and requires hourly employees to use accrued time if they wish to be compensated during a closure; and

WHEREAS, the Human Resources Director has drafted an Emergency Attendance Policy to replace the current Inclement Weather/Snow Policy in the Personnel Manual and is attached hereto as **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board the new Emergency Attendance Policy as of January 1, 2019 replaces the existing Inclement Weather/Snow Policy.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 4th day of February, 2019.

VILLAGE OF CALEDONIA

By: _____

James R. Dobbs
Village President

Attest: _____

Karie Torkilsen
Village Clerk

13. EMERGENCY ATTENDANCE POLICY

During emergency conditions, the Village Administrator may declare an emergency and may close Village facilities or portions of facilities for specified shifts or for longer periods of time. The Village Administrator may also allow employees to be dismissed early and may excuse tardiness during a declared emergency. Only the Village Administrator, designee or Village Board President may declare that an emergency condition exists.

Notification of a Declared Emergency

If an emergency is declared during working hours, employees will be notified by their department head or designee.

Attendance and Compensation of Non-Emergency Employees

The Village Administrator may close Village facilities or portions of facilities and completely excuse employees from work due to the declared emergency. Certain Positions, including all highway, police and fire department positions, and others as designated by the Village Administrator, are deemed critical and must report to work, regardless of weather conditions. Employees excused from work will be compensated at their regular rates of pay. Employees working on days in which an emergency is declared will not be eligible for compensation other than their normal pay.

Employees have the responsibility of reporting to work on time whenever Village facilities are open. However, under certain circumstances which require the declaration of emergency but which are not severe enough to close Village facilities, the Village Administrator may allow non-emergency employees additional time to report to work.

The Village Administrator may dismiss employees early during a declared emergency. The Village Administrator will notify department heads of the extent of the declared emergency and the department head will utilize his/her discretion as to which employees may be dismissed and which employees must remain so that required services are maintained. Employees dismissed early will be paid their normal rate of pay until the end of their work shift.

When an employee has previously scheduled a period of absence from work and an emergency is declared during that absence, the employee will be charged with the use of vacation, compensatory, sick or other form of leave that had previously been scheduled.

Extended Declared Emergencies

Under extended declared emergency conditions (beyond one [1] twenty-four [24] hour time period), departments may be required to place employees on unpaid leave of absence as determined by the Village Administrator, designee or Village Board President.

Revised: 1/30/19
Effective: January 01, 2019
Resolution: 2019-10