

**CITY OF NORTH POLE, ALASKA  
INCLEMENT WEATHER & ADVERSE ENVIRONMENTAL CONDITIONS  
POLICY**

**GENERAL**

The City of North Pole is committed to providing services to the residents of the City in all types of weather and adverse environmental conditions, while recognizing and balancing the safety of employees during those periods of extreme bad weather and adverse environmental conditions.

**PURPOSE**

The purpose of this policy is to establish consistent rules regarding staffing and closures due to inclement weather or adverse environmental situations.

**RESPONSIBILITY**

Department directors shall ensure that their department staff follows the procedure set forth in this policy. Compliance with this policy is the responsibility of each director, manager, supervisor and others whose duties are related to any employee personnel actions.

**POLICY**

**REPORTING TO WORK**

Because of the critical nature of the City organization's work, it is imperative that employees make every effort to report to work in the event of inclement weather and during periods of adverse environmental conditions.

1. Employee safety is a priority. Employees should not endanger themselves trying to get to work during bad weather or adverse environmental conditions.
2. Employees who elect to be away from the workplace due to inclement weather or adverse environmental conditions will be required to take accrued personal leave or accrued comp time.
3. Employees unable to report for duty due to inclement weather and/or adverse environmental conditions are required to notify their supervisor(s) of the absence, As soon as possible.

**REMAINING AT WORK**

1. Employees should make every effort to remain at work in the event inclement weather or adverse environmental conditions occurs during their work schedule, unless otherwise instructed by his/her supervisor(s).
2. If the City closes operations early, regular employees who are sent home will be paid for the hours they were normally scheduled to work that day. Casual employees are paid only for hours worked.

3. Only those regular employees in the workplace at the time of the closure shall receive administrative leave.

## **OPERATIONAL CLOSURES**

1. Depending upon the severity and length of the weather event or adverse environmental condition, the City may close operations or reduce staffing levels to minimal coverage.
2. The Mayor's Office has sole discretion and is the only office that can approve operational closures.
3. The City Website ([www.northpolealaska.com](http://www.northpolealaska.com)) has been designated as a communication tool so that employees and residents can determine how the City is handling the inclement weather/adverse environmental event.
4. A message on whether City operations are closed, at minimum staffing levels, etc., will be posted during inclement weather and adverse environmental events. Essential personnel, as determined and contacted by their supervisor, may be required to work as needed during an operational closure.
5. During periods of inclement weather and/or adverse environmental conditions, employees are instructed to check the status before attempting to report to work.
6. In the event of an Operational Closure, regular employees will be required to take accrued personal leave or accrued comp time, and if no leave is available, then employees will receive leave with no pay. Under limited circumstances, supervisors may authorize a flex schedule within the same workweek as the operational closure.
7. Essential Personnel are employees of the Fire and Police Departments.