

Resolution 2016-03

A resolution of the City Council of Ashland City, Tennessee amending the Personnel Policies and Procedure Manual governing employment with the Town of Ashland City, Tennessee.

WHEREAS, the City Council of the Town of Ashland City has adopted a personnel system to provide a means, to select, develop, and maintain an effective municipal workforce,

And;

WHEREAS, the Personnel System requires that the Personnel Policies and Procedures Manual shall be updated and approved by the City Council;

NOW THEREFORE, be it ordained by the Mayor and Council of the Town of Ashland City, Tennessee that the Personnel Policies and Procedures Manual be amended by adding:
SECTION IV – LEAVE AND BENEFITS. B. Vacation Leave. Adding in its entirety the following:

Employee Absence and City Office Closure Due to Inclement Weather

The Town of Ashland City, Tennessee recognizes there will be instances when inclement weather causes concerns for employees. In general, however, inclement weather does not warrant the closing of City offices, and it shall be the policy of the City to make every effort to maintain normal working hours during periods of inclement weather in order to continue providing necessary services to the citizens of the Town of Ashland City.

Conditions caused by ordinary inclement weather require each employee to make a personal decision regarding safety in traveling to and from the workplace. As with any unexpected absence, employees who do not feel it is safe to travel should contact their supervisor using approved methods (i.e. Phone). Employees who do not report to work during periods of inclement weather may use accumulated annual or compensatory time for their absence. If the employee has no annual or compensatory time, then the time absent is charged as leave without pay. Employees who make the effort and report to work within a reasonable period should not be required to take leave for that absence. To be eligible, the employee must leave for work at his or her normal departure time in anticipation of regular arrival time.

Occasionally, emergency conditions caused by extreme inclement weather may warrant the closing of City office. When such conditions are thought to exist, the Mayor or his/her designee may seek input from designated officials of the Fire Department, Police Department, And the Public Utilities/Public Works Department and other resources which may have information, to determine whether the City offices should be closed. The decision to close City offices due to extreme inclement weather shall only be made by the Mayor or his/her designee.

Employees who are required to work when City offices have been otherwise closed shall be granted compensatory time for hours actually worked during the period of closing up to their regularly scheduled hours for the workday. Hours worked in excess of regularly scheduled hours are compensated as overtime based on each employee's status under Fair Labor Standards Act. Part-time employees are paid for hours worked and are not eligible for discretionary leave with pay or compensatory time. Employees on previously approved leave during the effected period must continue to charge the appropriate leave and will not be eligible for discretionary leave under this policy.

This resolution shall take effect from and after its passage, the public welfare requiring it.

Adopted this 9 day of Feb, 2016.



Rick Johnson, Mayor



Phyllis Schaeffer, City Recorder