RESOLUTION 5-2011

RESOLUTION AMENDING CITY OF MILLINGTON PERSONNEL POLICIES TO PROVIDE FOR AN EMERGENCY SITUATION POLICY

WHEREAS, the Board of Mayor and Aldermen approved the City of Millington Personnel Policies and Procedures by Resolution 32-1990; and

WHEREAS, the Board of Mayor and Aldermen desires to further amend the City of Millington Personnel Policies to include a section entitled "Emergency Situations Policy";

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Millington, Tennessee, that the City of Millington Personnel Policies and Procedures be, and the same hereby are, amended to include the attached section entitled "Emergency Situation Policy".

This Resolution is adopted as of the 7th day of February, 2011.

Richard L. Hodges, Mayor

Bruce Rasmussen, City Clerk

Emergency Situation Policy

POLICY:

The City of Millington exists to serve its citizens and will make every effort to maintain normal services during emergency situations and inclement weather. For purposes of this policy, "inclement weather" shall mean and include snow, ice, severe rain, hurricane and other similar conditions. In order to use reasonable efforts to maintain normal City services under such conditions, the City, desires to establish a policy to be put into effect during emergency situations and inclement weather regarding personnel required to report for duty and the hours of work.

MAYOR'S DECLARATION: The Mayor, as administrative head of City government, shall have the power to declare an emergency situation, including inclement weather, and to limit the hours and/or the personnel required to report for duty in such situations.

1. PROVISIONS:
   a. When it is announced that the City of Millington offices will be closed or have a delayed opening due to emergency situations or inclement weather, public safety employees (police and fire employees) and designated public works employees are expected to report to work at their regularly scheduled time, unless advised otherwise by their department head. All full-time employees who are notified by their department head not to come to work will be paid for such time off. Part-time employees who are notified not to come to work will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work.
   b. When the City of Millington announces that a liberal leave policy is in effect, all offices will be open and all employees will be expected to make reasonable efforts to get to work. Employees who notify the City that they are unable to arrive for work because of an emergency situation in the City or inclement weather on any such day will be charged one (1) day of vacation. If no vacation time is available, the nonexempt employee will not be paid for the day. All employees who are unable to work under such circumstances must call their department head and report their absence prior to the start of the work day or it may be considered an unexcused absence.
   c. Time absent from work under either "a" or "b" above shall not be counted as hours worked when computing weekly overtime, in accordance with the Fair Labor Standards Act.
   d. On days when weather conditions worsen as the day progresses, the City of Millington may decide to close early. In such cases, a decision and an announcement will be made. Employees will be expected to remain at work until the appointed closing time, unless they receive permission from their department head to do otherwise. Any department head who authorizes employees to leave work prior to the appointed closing time shall make and keep a record of such authorization.