

CITY OF HAMILTON, OHIO

No. 310

ADMINISTRATIVE DIRECTIVE

Effective Date: 4-28-16

Supersedes No. 310 dated 01/31/78, 5/1/01

Approved by: Joshua A. Smith,
City Manager

SUBJECT: COMPENSATION POLICY DURING EMERGENCY OPERATING CONDITIONS

Reference: On occasion, suspension of non-essential services may be necessary in view of severe weather conditions.

This extraordinary action may be advisable in an effort to both minimize weather related hazards to employees and others, as well as to eliminate potential interference with ongoing vital and essential services.

1. Policy.

- a. In view of the circumstances that force changes to normal employee scheduling, the following compensation policy during emergency operating conditions is adopted:
 - i. Those personnel who report to work will receive pay for all hours so worked, at the appropriate rate consistent with existing payroll practice.
 - ii. Personnel who report for duty but are released by supervision due to the elimination of non-essential services will receive pay, at the appropriate rate, for the greater of either the number of hours worked or four (4) hours.
 - iii. No employee will be paid for hours not worked except as provided under ii, above.
- b. Employees who do not work during emergency operating conditions will be considered to be in an approved leave status, without pay.
 - i. Hourly and salaried personnel will be permitted to charge such time lost against accrued PTO, vacation leave time or holiday leave utilizing available floating holidays.
 - ii. Sick leave with pay will be approved in those instances where employees were on sick leave status immediately prior to the period of emergency operating conditions. For other situations, each supervisor will review and make a decision on an employee's individual sick leave request based on its particular merit and circumstances.
 - iii. Exempt employees not wishing to charge time lost against either PTO, accrued vacation or as floating holiday leave have the option to work on needed assignments, as approved by their supervisor within the same pay period, a number of hours as "make-up". Such time will be compensated on a straight time basis.
 - iv. Additionally, time lost may be charged against compensatory time accrued, if available.
 - v. Payment of funeral leave will be authorized only with sufficient evidence to substantiate a claim for pay under this benefit provision.
- c. Division and/or department managers will assure that payroll records reflect any time lost during emergency operating conditions as "approved leave, without pay."
- d. Further, records are to reflect any charge of time lost against PTO, accrued vacation, floating holidays, accrued compensatory leave, or as "make-up". Neither salaried nor

- hourly rated personnel will be paid for this time lost, unless charged against available paid leave time credits or is worked on the basis of “make-up”.
- e. Supervisors are to report any instance of an employee’s refusal to report for work determined to be of an emergency or essential nature. The City reserves the right to provide suitable transportation to/from work for essential services employees who are unable to provide their own means of transportation during emergency operating conditions.
 - f. In the event that weather or other conditions should force the suspension of non-essential services, employees will be notified of such fact by local news media sources, or otherwise as available. If the Hamilton City Building (345 High Street) should be shut down for any reason, staff can call this number to get updates: (513) 785 -7444. A pre-recorded message will play indicating the current status of the situation.