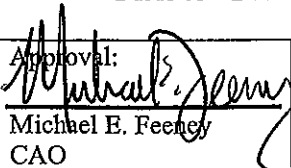
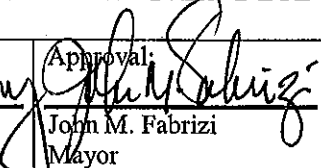


CITY OF BRIDGEPORT

Subject: Inclement Weather Policy	Approval:  Michael E. Feeney CAO	Approval:  John M. Fabrizi Mayor	Effective: 10/01/2005
			Number: Page: 1 of 1

PURPOSE

This policy establishes guidelines and procedures for employees and supervisors in the event of inclement weather.

SCOPE

This policy applies to all City of Bridgeport employees in all locations except emergency services (i.e. Fire Department, Police Department, and those portions of Public Facilities which the Director determines are to remain open), which shall be expected to maintain full department operations in all weather conditions. It shall also not apply to employees in the Board of Education who are covered by existing BOE policy and practice. It shall also exclude employees whose collective bargaining agreements state that such employees do not have to report to work in cases of inclement weather if schools are closed, delayed opening, or have an early dismissal.

POLICY

It is the City's policy to continue operations despite inclement weather unless an emergency threatens to make employee transportation to or from work impossible or extremely dangerous. When weather conditions make it hazardous for employees to come to work, they should;

- Listen to local radio and television stations for City closure announcements.
- Call their supervisor.

The Mayor is the only person with the authority to close City operations except for the Board of Education. Unless the Mayor has given authorization to close City operations or delay their opening due to inclement weather, employees are expected to come to work on time.

In the event the City remains open during inclement weather, and an employee, despite best efforts, can't come to work, the employee shall be expected to so notify their supervisor, prior to the start of their shift. In determining best efforts the supervisor should consult with Labor Relations and may consider any extenuating circumstances and whether the employee is the primary caregiver for school age children and whether schools may be closed, delayed or dismissed early. Long-standing employees with good records may be considered differently than a new employee with a poor record during the initial months of employment.

If an employee, despite best efforts, can't come to work, they will be charged a vacation day, personal day, or compensatory time, if applicable under their collective bargaining agreement. However, if a non-exempt employee has no accrued vacation, personal or compensatory time available, they will not be paid for the day if they do not report to work. Furthermore, if the supervisor in consultation with Labor Relations determines that a non-exempt employee has not used their best efforts to come to work or to provide proper notification, the City reserves the right to disallow the use of vacation, personal or compensatory time and to dock the employee's pay for the time missed. The City also reserves the right to discipline all employees as

appropriate for failure to come to work or notify their supervisor as indicated. Employees may not use their sick time for such an absence.

If the City opening is delayed or if the City closes early due to inclement weather, employees shall receive a full day's pay as long as they report to work immediately following the delay and/or remain at work until the early closing. If a supervisor feels that an employee has given their best efforts to 1) report to work immediately following the Mayor's delay or 2) remain at work until the Mayor's early closing but the employee was not able to because they are the primary caregiver for school age children, then the supervisor may allow the employee to make up their time. Employees may not leave early without the approval of their supervisor/department head.

Any employee who comes to work after the time specified for the delayed opening or who leaves early without the approval of their supervisor/department head will be charged vacation, personal or compensatory time. If a non-exempt employee has no accrued vacation, personal or compensatory time, they shall only be paid for the time worked.

For any employee who the City determines has not used their best efforts to come to work, or who leaves early without permission, the City reserves the right to treat any such instance as an "absence" or incident of "tardiness" as defined under the applicable City Policy. The City also reserves the right to discipline any such employee for failure to come to work on time or for leaving early without permission in violation of the City Work Rules and Regulations.

In cases of inclement weather and early closings, supervisors and department heads do not have the authority to dismiss all staff and close down their respective offices/departments without the approval of the CAO. City offices must at least maintain a "skeleton staff" (enough staff to carry on the essential functions of the department on an interim basis) unless the CAO shall advise to the contrary. If a supervisor or department head wants to open their office/department late or close their office/department early, then he/she must contact the CAO and receive permission.

Under this policy and applicable law, non-exempt employees are generally paid on an hourly basis and eligible to be paid overtime, and exempt employees are generally salaried. Since the issue can often be legally complicated, if a supervisor or an employee has a question about the employee's status they should consult the Payroll Department or Labor Relations.

Any questions regarding this policy should be directed to the Office of Labor Relations.