



ADMINISTRATIVE ORDERS OF THE CITY MANAGER

ADMINISTRATIVE ORDER 2.56	
TO:	All City Employees
FROM:	Marsha I. Grigsby, City Manager
SUBJECT:	Delayed Start Times/Work Cancellations During Major Inclement Weather Events
DATE:	January 10, 2012
Supersedes and Replaces Administrative Order 2.56 Dated 2/1/05	

I. **PURPOSE**

The purpose of this Administrative Order is to establish and communicate the City's policy regarding delayed start times and/or work cancellations during major inclement weather events. Questions regarding this Administrative Order should be directed to the Office of the City Manager or Human Resources.

II. **APPLICABILITY**

This Administrative Order shall be applicable to all employees of the City of Dublin.

III. **DEFINITIONS**

Major Inclement Weather Events - Those abnormal weather events (e.g. major snow/ice events, major flooding, etc.) that have an impact on traffic flow in or around the Dublin area and/or cause a disruption in normal activities or operations of the City of Dublin. However, these are events which fall short of a required activation of the Emergency Operations Center.

Essential Staff - Staff needed to maintain basic public services during a major inclement weather event. This usually includes personnel engaged in basic response operations, those required to staff facilities which, as designated by the City Manager, must remain open to serve the public, or those required to help ensure the health, safety, and welfare of the traveling public (i.e.

designated personnel within Recreation, Streets & Utilities, Facilities, Parks & Open Space, Fleet, Community Relations, traffic signal/electrical and sign shop personnel within Engineering, and sworn police personnel and communications personnel within Police. However, the City retains the right to reassign personnel from a non-essential role to an essential role, at anytime, to meet the needs of the City, especially during times of staff shortages and/or prolonged operations.

Non-Essential Staff - Staff that is not critical to maintain basic services to the public during a major inclement weather event or to staff facilities which must remain open to serve the public. This will generally include office and administrative staff employed in work units that do not serve in a front line role in major inclement weather events (i.e. Office of the City Manager, Finance, Accounting & Auditing, Fiscal Administration, Human Resources, Volunteer Resources, Tax, Planning, Economic Development, Building Standards, Court Services, Information Technology, Legislative Affairs, Events Administration and clerical and command staff within Police and Engineering – with the exception of designated traffic signal/electrical and sign shop personnel).

IV. POLICY

In the event a major inclement weather event, as defined under Section III of this Administrative Order, compels the City Manager to declare delayed start times or work cancellations for “non-essential staff,” the following practices/procedures shall be followed:

- A. To the extent feasible, the City Manager shall endeavor to declare delayed start times or work cancellations by 6:00 a.m. on the day of the event. It shall be emphasized that the authority to officially declare a delay or cancellation rests solely with the City Manager or, in his/her absence, the Acting City Manager. Directors do not have the authority to make such a declaration.
- B. Delayed start times or work cancellations shall be announced through the following communication media:

Digital Media

www.DublinOhioUSA.gov

<http://twitter.com/dublinohio>

<http://facebook.com/dublinohio>

All employee email

Television Stations

10 TV – WBNS
NBC 4 – WCMH
ABC 6 – WSYX
FOX 28 – WTTE
City of Dublin DTV

FM Radio Stations

WCOL 92.3 FM WLZT 93.3 FM WSNY 94.7 FM
WNCI 97.9 FM WFJX 105.7 FM WOBD 107.9 FM

AM Radio Stations

WTVN 610 AM WTPG 1230 AM 1610 AM – City Station

Employee Hotline Number on Back of ID Badge

1-800-647-1530 ext. 3060 (Recorded Outgoing Message)

City of Dublin Main Telephone Number

614-410-4400 (Recorded outgoing message)

Employees are encouraged to access these communication media on the day of the event beginning at 5 a.m. for a listing of the day's delays or cancellations.

- C. If the City is aware of approaching major inclement weather during the business day and decides that an early dismissal for non-essential staff is warranted, an all-City email will be sent out.
- D. Should employees already have submitted a leave form in advance to take the day off via Personal Leave, Sick Leave, Vacation Leave, or Compensatory Time, such leave status shall stand.
- E. Should employees call in on the day of the event, prior to the City formally announcing a delay or cancellation, to advise their supervisors that they will not be in, they will be required to use vacation, personal leave, compensatory time, or leave without pay to cover their period of absence.
- F. In the event employees report to work at the usual start time and an official delay is later announced, such employees shall not receive a time credit for the time they have spent in the workplace during the interim. In the event that employees report to work at their usual

start time and an official cancellation is later announced, the employees shall be permitted to leave the workplace and shall not be required to charge this time to their leave balances. Such time off shall be considered "gratis" time with pay. However, employees are advised that they are not compelled to leave the workplace under such conditions. Employees are expected to use good judgment and extreme caution in exercising this opportunity to leave the workplace.

The City shall not be responsible, to any degree, for the welfare of the employee choosing to exercise the opportunity to leave the workplace under inclement weather conditions.

- H. Should no announcement be made, the employee is compelled to use good judgment in attempting to arrive at work. If attempting to report for work under such conditions, employees are advised to exercise extreme caution. If arriving after their scheduled start time, employees are expected to use vacation, personal leave, or comp time to cover the period of time for late arrival.

V. PROCEDURES FOR POSTING/PLACING ANNOUNCEMENTS

In the event that a major inclement weather event results in a delayed start time or work cancellation, Community Relations shall be responsible for posting or placing announcements with the previously stated media outlets and internal resources.