CITY OF REDDING
Personnel Policies and Procedures Manuel

Section: **Miscellaneous Policies**

Subject: **Close Down of City Operations Due to Emergency Conditions**

Personnel Director: _____ **Date:** 9/3/09

City Manager: _____ **Date:** 9/2/09

City Council Resolution No. (if applicable) N/A **Effective Date:** 1/1/89

Purpose

The purpose of this policy is to establish and outline the City of Redding's policy towards the close down of city operations due to emergency conditions as declared by the City Manager.

Policy

It is the policy of the City of Redding to maintain a safe work place of employment for all city employees. City management shall make all reasonable provisions necessary for the safety of employees. In periods of emergency, such as, but not limited to extreme weather conditions, the City Manager has the authority to close down all non-emergency or public safety operations of the City. This provides an opportunity for employees to proceed to a ~~their~~ place of security ~~residence~~ prior to the unsafe conditions restricting the flow of traffic or endangering the employee in conduct of normal City business.

Each Department Director is responsible for coordinating the shutdown of non-emergency or public safety operations with the employees involved within their department/division. This should be done in compliance with the City of Redding Personnel Policies Manual or Memorandum of Understanding, whichever may be applicable. Time lost to the employee during this emergency can be compensated by one or a combination of the following:

1. At the request of the employee, accrued employee benefits, like vacation, administrative leave, deferred holidays, and CTO, may be used; or

2. The employee may arrange a flexible work schedule to make up the time lost during the shutdown period. Under this method, the employee must make up the lost time within 14 days from the day of the shutdown; or

3. Record the time off as lost time not compensated to the employee.