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## **ARA 3.04.11 INCLEMENT WEATHER**

### **A. Purpose and Authority**

Portlanders expect the City of Portland to offer continued public and emergency services during periods of inclement weather, including services provided by the Auditor's Office. However, the safety of Auditor's Office employees is paramount, and inclement weather can impact the ability of employees to safely report to work.

Charter Section 2-506(b) requires the City Auditor to establish and administer human resources rules for the Auditor's Office that are consistent with City human resources rules, except where the City Auditor determines, in writing, that a City human resources rule impairs the Auditor's Office's independence or duties. This rule sets forth expectations for Auditor's Office employees during inclement weather and is consistent with City human resources rules.

Nothing in this rule is intended to modify collective bargaining agreements or to adopt pay practices contrary to federal and state wage and hour laws and regulations concerning employees exempt from federal overtime pay requirements.

### **B. Inclement Weather**

For purposes of this rule, "inclement weather" covers conditions that limit transportation or mobility, such as snowstorms, ice storms, wind storms, earthquakes, volcanic eruptions, floods, or any formal declaration of inclement weather by the Mayor.

### **C. Reporting to Work and Compensation During Inclement Weather**

All City employees are expected to report to work during periods of inclement weather, unless the Mayor (or if the Mayor is unavailable, the President of City Council) orders that City offices are closed.

1. If the Mayor or Council President orders a City-wide closure because of inclement weather, including delayed starts and early closures:
  - a. "Non-essential" Auditor's Office employees are not required to report to work and will be paid for their normally scheduled hours during the closure, unless the

Mayor or City Auditor establish otherwise. Most Auditor's Office employees have been designated as "non-essential."

- b. "Casual/casual other" and contract employees are not paid for hours not worked.
  - c. The City Auditor may require "essential employees" to report to work or to work remotely during the closure, such as to perform management functions, provide final authorization for City contracts, facilitate access to City records, or provide support for City Council meetings.
  - d. Time entry is required for eligible positive pay employees who were scheduled to work during the closure. No time entry for the closure is required for negative time entry employees.
  - e. No overtime will be paid to any employee for time not worked because of inclement weather.
2. When City offices are open but an Auditor's Office employee cannot safely travel to work or is otherwise permitted to arrive to work late or leave work early due to inclement weather, the employee must cover missed work hours by:
- a. Charging the absence to vacation leave or compensatory time;
  - b. Making up the missed work hours in accordance with Auditor's Office rules for flex time, provided that the flex time does not conflict with other Auditor's Office rules or applicable collective bargaining agreements, and does not result in overtime; and/or
  - c. Telecommuting, if practical, especially as an accommodation under the Americans with Disabilities Act when transportation to work for an employee with a disability is not accessible.

Use of sick leave is not allowed for absences due to inclement weather and not illness.

#### **D. Notification**

Inclement weather closure announcements will be available on the City's web site at: <http://www.portlandoregon.gov/>, or by phone by calling (503) 823-4000. The City will also issue text message alerts to employee phone numbers listed in SAP.

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## **Auditor's Office Administrative Rule Information and History**

Questions about this administrative rule may be directed to the [Auditor's Office's Management Services Division](#).

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland [Human Resources Administrative Rule 4.11 Inclement Weather](#).

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised February 15, 2018.

Last revised by the City Auditor April 5, 2019.