



CITY OF PETERSBURG

Administrative Regulation Number 1.3 – Page 1 of 4

TITLE: EMERGENCIES & ESSENTIAL PERSONNEL - EFFECTIVE DATE: December 27, 2017

Supersedes: N/A

Purpose: This regulation provides guidance related to the staffing and services of city departments during adverse weather conditions and/or emergency events. This regulation is to ensure that employees are properly notified and compensated when designated as essential personnel.

Applies to: All City of Petersburg employees who may at any given time, dependent upon the emergency or situation, be designated as essential personnel.

A. POLICY

This policy provides the City Manager, or the City Manager's designee, the flexibility needed to take swift and appropriate action in establishing other hours of operation that are necessary to carry out the business of the City government, establishing emergency practices consistent with operating needs and City policy, and determining which employees are essential or non-essential.

Unless otherwise notified, all personnel are to assume that the City of Petersburg will be open each regular work day regardless of any weather or other emergency condition that may develop. Continuity of critical operations/services during adverse weather conditions or an emergency is essential.

Critical operations may include, but are not limited to: Police Department, Fire Department, Emergency Communications, Public Works and Utilities emergency operations. Employees whose services are vital to these operations will be required to report to, or remain at, their work sites in emergency situations. In addition to critical activities, departments may also be required to maintain the minimum level of staff needed to provide customer services.

B. PROCEDURE

1. **Declaration of an Emergency** – In the event a city-wide emergency is declared, which constitutes a danger to the safety, health, peace, good order and welfare of the citizens of the City, this Administrative Regulation supersedes Administrative Regulation #PP-036-88 – On Call Policy, dated October 1, 2012.

In the event of inclement winter weather, the City Administration will make every effort to open facilities to the public and employees should assume they must report as normal. However, if roads are too dangerous for travel, the administration may decide to delay opening or close City facilities until conditions improve.

2. **Continuity of Critical Operations** - The continuity of critical operations/services during adverse weather or other emergency conditions is essential. Departments may be required to maintain the minimum level of staff needed to provide services.



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Under conditions of emergencies and/or closings, essential employees may be required to report to work when other City employees are not required to report to work.

Departments are responsible for notifying the respective employees and maintaining and posting a list of essential employees. During an emergency and/or closing, an employee that is not listed on the essential personnel staffing list may still be designated as essential, and must report to work.

3. Compensation –

- a. Non-exempt employees as defined by Fair Labor Standards Act (FLSA) either essential or non-essential who are required to work during a declared emergency will receive regular pay for the day or shift worked plus any additional hours worked. The City Manager or designee will determine the emergency hours that this provision applies. Overtime is required for non-exempt employees who work more than the allowed hours of their work cycle (weekly, biweekly, 28 days) in accordance with the FLSA.
- b. This Administration Regulation #1.3, supersedes Administrative Regulation #PP-036-88 – “On Call Policy”, dated October 1, 2012. Specifically, non-exempt employees who are designated as essential personnel will be compensated pursuant to this Regulation.
- c. Exempt employees who are required to work due to the emergency are not eligible for either overtime payment or compensatory time. However, due to the situation and in recognition of their service, exempt employees may be eligible for administrative leave (paid leave). Administrative leave is not compensatory and is awarded by the Agency/Department Head and should be taken at the earliest possible time.
- d. For essential employees, the Department Director/Head or designee is authorized to cancel previously approved leave to ensure these employees are available for work during the emergency period.

C. RESPONSIBILITY

The City Manager or designee is responsible for making decisions regarding city operations under adverse weather and emergency event conditions. The Chief of Fire and Emergency Services is responsible for advising the City Manager when weather conditions or emergency events may negatively impact city operations.



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Department Directors are responsible for the following:

- a. The selection of essential personnel and minimum staffing employees. (These employees will be notified of their status and their related responsibilities regarding an emergency or adverse weather, and this notification will be given in advance by the department director.)
- b. Coordinating early or late closing with the City Manager to avoid confusion and promote equitable treatment of all employees.
- c. Ensuring that department coverage is sufficient to handle telephone or face-to-face customer service requirements during minimum staffing. (If face-to-face services are provided during normal operations, a minimal level of like services should be available under minimum staffing.) Departments with interrelated services should preplan coordination of services during adverse weather conditions.

D. DEFINITIONS

1. **Essential Personnel** - Personnel designated by each Agency/Department Head that are 'essential' to the effective operations of his/ her responsibilities to protect and serve the citizens of Petersburg. An individual may be determined as essential in one given situation (i.e., snow storms/removal) and non-essential in another situation (i.e., water maintenance). The decision to designate an individual as essential is determined by the Agency/Department Head.
2. **Minimum Staffing** – Employees who are required to work upon appointment by the department director in order to respond to customer needs (telephone or face-to-face services determined by the department director).
3. **Emergency Events** – Any natural or man-made disaster that may jeopardize the health and safety of both city employees and the public.
4. **Adverse Weather** – Any weather conditions that might jeopardize the safety of both city employees and the public.
5. **Closings and Delayed Openings** – Dependent upon the event, the City Manager may elect any of the following office schedules.
 - a. **Full Closing** - If City offices are fully closed, employees who are not designated as essential will be excused from work. Essential employees may be required to report to work. Essential employees who do not report to work during closed status when required to do so, will be placed on unauthorized leave status without pay status (AWOL) and may be disciplined up to and possibly including termination.



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- b. **Early Closing** - If City offices are closed early, employees who are not designated as essential will be excused from work. Essential employees may be required to remain at work. Essential employees who do not remain at work when required to do so during closed status will be placed on unauthorized leave without pay status (AWOL) and may be disciplined up to and possibly including termination.

- c. **Delayed Openings** - If the opening of offices is delayed, essential employees may be required to report for normal working hours. All non-essential personnel are expected to report at the broadcasted (delayed) time. If an employee reports later than the broadcasted opening time, the employee will be charged leave time for the period of absence between the late opening time and the time the employee actually reports for duty.

E. AUTHORITY

Fair Labor Standards Act (FLSA)

F. REGULATION UPDATE

The Department of Human Resources shall be responsible for modifications to this Regulation.

APPROVED BY:

DATED:

A handwritten signature in cursive script, appearing to read "Aretha R. Ferrell-Benavides".

Aretha R. Ferrell-Benavides, City Manager

1/9/2019