

City of Hillsboro
Personnel Policy Manual
8. Safety
8.4 Inclement Weather/Disasters

I. PURPOSE AND SCOPE

The City of Hillsboro has an obligation to its community members to continue offering public and emergency services during inclement weather and disasters. Employees are to consider all City offices and Departments open and operating unless otherwise notified by the City Manager, Deputy City Manager, Assistant City Manager, or other authorized designee.

II. APPLICABILITY

This policy applies to all non-represented City employees.

III. DEFINITIONS

"Inclement weather" and "disasters" are when:

- Severe weather or other events that the City determines cause hazardous driving conditions for both public and private transportation.
- The presence of hazardous materials or chemicals poses a clear health or safety risk as determined by the City, Washington County or State public health officials.
- Unsafe driving or stay-at-home warnings are issued by the City, Washington County or State.

Such events include, but are not limited to:

- ice storms
- blizzards
- earthquakes
- volcanic eruptions (lava, ashes, rock)
- floods
- widespread fires
- air quality warnings
- extreme temperatures
- extreme wind conditions
- chemical spills

In the event of state of emergency declarations, the City may issue additional directives and/or adopt additional policies and procedures in response to those events.

Note: In the event of a large-scale natural disaster, the Continuity of Operations Plan (COOP Plan) will be implemented to carry out the City's essential functions.

IV. POLICY

A. Closure Notification Procedures

The City Manager, Deputy City Manager, Assistant City Manager, or other authorized designee are the only individuals permitted to close or curtail any City Departments, offices or services to the public during inclement weather or disasters. Department Directors or designees, unless acting as City Manager or their authorized designee, are not authorized to close department specific facilities or offices. If insufficient staffing is available to remain open, Department Directors or designees may temporarily curtail affected operations pending available staffing or alternative direction from City Management.

The City notifies employees as soon as possible about inclement weather/disaster closures through the [City's public website](#) as the primary source of information for City closures or curtailed operations. This information may also be accessible through the [City's Facebook page](#). Employees are responsible to check these resources in case of inclement weather and disaster conditions and are also strongly encouraged to opt-in to receive emergency employee notifications through a City email invite from Everbridge. If you do not have access to the City's website or Facebook page, you may also call your supervisor or Department Director or designee.

Unless the City Manager or their designee notifies employees that the City is closed to the public and non-essential employees, all employees are to consider the City open and operating and are to report to work as described below.

B. Essential Employees

Many employees within the Economic and Community Development, Water, Fire & Rescue, Parks & Recreation, Police, and Public Works Departments provide emergency response services, and are considered essential during periods of inclement weather and disaster (see [Attachment A](#)).

In consultation with the City Manager's Office team, Department Directors or designees are responsible for identifying critical services and positions — such as emergency services positions, public works technicians, water treatment plant operators, etc. — that must remain available to report to their City work site during full, partial closures or curtailed City operations.

Employees whose positions have been designated as essential are generally notified of this designation each year in anticipation of potential inclement weather. A list of positions designated as Essential is also maintained by each Department. However, the City reserves the right to revise the list as it determines necessary. All employees are encouraged to communicate with their supervisors about their designation as needed. If you are unsure of your designation, you are encouraged to contact your supervisor or Department Director as soon as possible.

C. Reporting Expectations for Essential Employees

Employees who work in positions that have been designated as “essential” are required to report to their designated work location as scheduled and directed during full or partial closures or curtailed City operations. When consistent with the City’s preparation, operational, and response needs, remote work may be authorized on a case-by-case basis. The City reserves the right to change the work schedules and locations of essential employees as it deems necessary to assure City services are restored and maintained during inclement weather or disaster events, including preparation for the event and follow-up after the event with or without advanced notice.

Essential employees who fail to report as set forth above are not eligible for inclement weather/disaster time off for that day and are required to use accrued vacation, personal leave, or compensatory time off. *Note:* Sick leave may not be used for absences caused by inclement weather/disaster events except as otherwise provided by applicable law.

D. Reporting Expectations for Non-Essential Employees When the City is Open

Non-essential employees (those whose positions are not essential to perform emergency response, road, maintenance, or other necessary services) should use their good judgment to determine whether they can safely get to and from work when City Departments and offices are open during periods of inclement weather or disaster. Non-essential employees are required to notify their supervisor of the need to leave early or of anticipated delays or inability to report to work as soon as possible before their scheduled start time consistent with City and Department reporting policies.

Employees who leave early or are unable to report to work during inclement weather/disasters (for any reason, including providing childcare due to school/daycare closures, etc.) when the City is open must use accrued vacation, personal leave, or compensatory time in accordance with applicable City policies for those benefits. *Note:* Sick leave may not be used for absences caused by inclement weather/disaster events except as otherwise provided by applicable law.

Employees may be permitted to flex and make up their time missed from work (and avoid the use of their leave banks) within the same 40-hour workweek provided it does not create overtime. Flex time is not, however, guaranteed and depends on the supervisor’s evaluation of workload and operational needs.

E. Remote Work Assignments During Inclement Weather/Disasters

In the event of an inclement weather event, Department Directors or designees may approve short-term, temporary, remote work assignments. All employees (essential and non-essential) authorized to work remotely continue to be subject to all City policies, conduct, productivity, and performance standards during periods of authorized remote work for inclement weather/disasters.

An approved short-term, temporary remote work arrangement due to an inclement weather/disaster event does not serve as a precedent for future arrangements within a department. Also short-term, temporary remote work assignments are not guaranteed during periods of inclement weather/disaster. Such assignments depend on the City's evaluation of business, operational, and training needs, etc. at the time of the event.

F. Compensation For Non-Essential Employees During Inclement Weather/Disaster Closures

When, in the judgment of the City, inclement weather or a disaster requires the closing or curtailing of City services, ***non-essential*** employees may be provided with inclement weather/disaster pay at their regular, straight time rate of pay only for the regularly scheduled hours missed from work due to the City's closure. Salaried exempt employees receive a continuation of salary without deduction for time missed from work during qualifying inclement weather/disaster closures.

The following rules apply:

- Non-essential employees who the City has determined are able to perform remote work are not eligible for inclement weather pay unless a verified power/internet outage prevents them from performing remote work during their regular scheduled work hours.
- Employees who are not scheduled to work during the period of closure are not eligible to receive inclement weather/disaster pay or to scheduling of "make-up hours" at another time, as they were not scheduled to work during the period of closure. This includes employees who had already requested and been approved to utilize leave (vacation, sick, compensatory, personal) prior to the closure or curtailing of services. Such employees will not be eligible for inclement weather/disaster pay and must use their accrued paid leave as planned.
- Inclement weather/disaster pay for time not worked is not counted as hours worked for the purpose of computing overtime. For example: If an employee has a verified power outage of four hours preventing them from performing remote work during their regularly scheduled work hours, and they work four additional hours the rest of the week, they would not be eligible for overtime.

V. EMPLOYEE AND SUPERVISOR RESPONSIBILITIES

Both City management and employees are expected to take an active role and be prepared for inclement weather/disaster conditions.

Employee responsibilities:

- Employees are encouraged to prepare for inclement weather conditions early in the season by:
 - weatherizing automobiles
 - purchasing snow tires or chains and footwear intended for use on snow or ice
 - riding public transportation

- or arranging carpools or other alternate means of transportation
- Employees are expected to track weather conditions and, if applicable, bring their laptop home the day before the weather forecast predicts an inclement weather event.
- Employees should also review the list of tasks and trainings that employees may be authorized by their supervisors to complete in the event of a closure. In some cases, materials from these tasks and trainings can be printed ahead of time and stored at home.
- When closure or curtailed operations are indicated, employees are responsible to communicate with their supervisors about the expectations for their position (e.g., reporting to work as an essential employee, availability of remote work for essential or non-essential employees, etc.).
- Employees are responsible to comply with City and Department attendance reporting policies and procedures, including for absences, late arrivals and leaving early due to inclement weather/disaster conditions.
- Employees are expected to accurately and truthfully report their time worked (and time off) on their time sheets in accordance with this policy and other City time keeping policies.

Supervisor responsibilities

Supervisors are responsible for communicating with employees about the expectations during inclement weather/disaster events. This includes but is not limited to:

- Identifying and informing employees whose positions have been designated as Essential about the reporting expectations for their position(s).
- Communicating remote work assignments and expectations.
 - Supervisors should review the list of tasks and trainings that they'll authorize employees to complete in the event of a closure. In some cases, materials from these tasks and trainings can be printed ahead of time and stored at home.
- Being available and responsive to supervisees as needed to meet City operational needs.

VI. EXCEPTIONS

The City Manager has the discretion to interpret and make modifications to this policy as they determine appropriate in the best interest of the City.

Attachment A City of Hillsboro

Emergency Responder/Essential Position List *(Positions that are required to report on site for purposes of the inclement weather policy)*

City Manager's Office

- City Manager
- Deputy City Manager
- Assistant City Manager

Community and Economic Development

- Building Official
- Building inspectors (evaluation as needed of structural elements impacted/compromised by the event)
- Structural engineers (evaluation of more significant structural elements impacted/compromised by the event)
- Flood Plain Manager (in the event there are issues or situations involving the flood plain and impacts to structures/facilities)

Finance

- Payroll Program and Support Manager
- Payroll Specialist

Fire & Rescue

- Deputy Chief - Fire
- Deputy Fire Marshal I
- Deputy Fire Marshal II
- Emergency Management Officer
- Emergency Program Manager
- Fire Battalion Chief - (40-Hr)
- Fire Battalion Chief - (Shift)
- Fire Captain
- Fire Chief
- Fire Division Chief
- Fire Engineer
- Fire Lieutenant
- Fire Logistics Technician
- Firefighter
- Public Information Officer
- Training Captain
- Training Lieutenant

Human Resources

- Safety Officer

Information Services

- No essential personnel

Library

- No essential personnel

Police

- Chief
- Code Compliance Officer
- Commander
- Deputy Chief
- Evidence Supervisor
- Evidence Tech
- Law Enforcement Analyst
- Lead Records Specialist
- Lieutenant
- Police Fleet Coordinator
- Police Officer
- Project Manager
- Records Manager
- Records Specialist
- Records Supervisor
- Sergeant

Public Works

- Day Porter/Custodian
- Debris Management Coordinator
- Director
- Electrician
- Emergency Vehicle Technician
- Facilities Maintenance Specialist
- Facilities Maintenance Technician
- Lead Day Porter
- Maintenance & Operations Coordinator
- Maintenance & Operations Superintendent
- Maintenance & Operations Technician
- Maintenance Coordinator
- Plumber
- Senior Facilities Maintenance Technician
- Senior Maintenance & Operations Technician
- Senior Signal Maintenance Technician
- Signal Maintenance Technician
- Superintendent
- Supervising Electrician

- Urban Forester
- Vehicle & Equipment Technician

Water

- Administrative Support Supervisor
- Director
- Electrician
- Lead Water Plant Operator
- Maintenance and Operations Technician
- Senior Facilities Maintenance Technician
- Senior Maintenance and Operations Technician
- Senior Water Distribution Operator
- Senior Water Plant Operator
- Supervising Electrician
- Water Distribution Coordinator
- Water Distribution Operator
- Water Operations - Distribution
- Water Operations Manager
- Water Plant Coordinator
- Water Plant Operator
- Water Treatment Manager
- WTP Maintenance Coordinator

Parks Maintenance

- Admin Support Specialist
- Assistant Parks Maintenance Superintendent
- Equipment Maintenance Technician
- Maintenance Coordinator
- Parks Maintenance Superintendent
- Parks Maintenance Coordinator
- Parks Maintenance Technician
- Senior Parks Maintenance Technician
- Volunteer Services Coordinator