



City of Waukesha HR Policy

H7 Emergency Building Closures

**Formerly named POLICY H7 – Unusual or Undesirable Working Conditions*

Purpose

~~The City of Waukesha desires~~ To establish a written policy in regards to City buildings closing.

Summary

City buildings may need to close due to inclement weather, loss of adequate building heat, light or sanitary facilities.

When City buildings are closed by the City Administrator or his/her designee because of:

- Inclement weather
- Loss of adequate building heating or cooling
- Loss of light
- Loss of all sanitary facilities in a building for a period of time in excess of four (4) hours

Employees may choose to substitute another leave or opt to make up the lost time.

~~Employees will choose from one (1) of the following options:~~

1- ~~Non-essential personnel~~ The employee shall be paid for actual hours worked and choose either Item 2 1 through 5 4 listed below as substitution for hours not worked.

- ~~2~~ 1. Unpaid leave, or
- ~~3~~ 2. Vacation, or
- ~~4~~ 3. Compensatory time (non-exempt only), or
- ~~5~~ 4. Make up the lost time at a date(s) agreeable between the department director and the

Employee ~~or~~ within 30 calendar days of the date buildings were closed. Once an option is chosen to make up the lost time, it cannot be changed.

~~In any case, Employees will~~ must notify their department director of their choice to make up the lost time immediately upon notice within two (2) work days of the closure.

If approved by the employee's direct supervisor, the employee may have the option of working from home on the day of the closure if computer access is available. Under no circumstances will an employee report to work if the City Administrator, or his/her designee, has closed City buildings in order to avoid having to pay back time.

Passed this ____ day of ____, 2019.

Approved this ____ day of ____, 2019.

Mayor

ATTEST:

City Clerk