

CHAPEL HILL TRANSIT

OPERATING BULLETIN

Revised 12-09

Replaces: 05-12

SUBJECT: Adverse Weather and/or Emergency Conditions Policy

Purpose:

To ensure the full provision of essential public transportation services to the Town of Chapel Hill, Town of Carrboro and the University of North Carolina at Chapel Hill.

Definitions:

Adverse weather means any weather condition that makes travel to and from work or the performance of work obligations especially difficult. Adverse weather may include, but is not limited to, any form of ice/snow accumulation, flooding, hurricanes or the result of unusually severe storms of other types.

Emergency conditions mean circumstances that may expose employees to harmful or unsafe conditions, as determined by the Town Manager.

Departments Affected:

This policy applies to all CHT departments and employees.

Policies:

CHT provides an essential public service in all weather conditions and during emergency conditions; therefore, it is appropriate that all employees are expected to make every reasonable effort to report to work as scheduled during adverse weather and/or emergency conditions to support these efforts¹.

CHT employees are expected to make advance arrangements for personal matters and responsibilities so that they may comply with this policy.

CHT employees, upon evaluation of their individual circumstances, are expected to make reasonable judgments to avoid serious risks when traveling to and from work.

CHT employees are expected to anticipate difficulties and delays in transportation during periods of adverse weather and/or emergency conditions and make adjustments to their transportation plans in order to report to work as scheduled.

CHT employees that fail to report to work, as scheduled, during adverse weather and/or emergency conditions will be charged with a “No Show” and will not be paid for the period of the “No Show”. When delayed, employees are expected to report to work as soon as they become available, unless otherwise excused by their supervisor, in order to meet operational

¹ Per Town of Chapel Hill Employee Handbook - February 2009, Adverse Weather Policy, Section 1, Page 5: “Because Town services are essential, some departments have special rules and reporting policies during adverse weather situations.”

needs. When conditions cause an employee to arrive late or from reporting to work (absent), management may determine that the conditions justified the late arrival/absence and the employee will be allowed to use vacation and/or compensatory time for that time period.

The Following are Policy Exceptions:

CHT administrative employees not directly involved in the operation/maintenance of CHT services/facilities or Customer Service (e.g. Planning, Finance and Human Resources) may be authorized to perform work at home or an alternate location, to the extent such is available, practical and feasible, during adverse weather and/or emergency conditions, with approval from the Transit Director.

When an employee is prevented from reporting to work, remaining at work or delayed from reporting to work because of the closure of CHT by action of the Governor or Town Manager, such absence is considered to be with pay and not charged to any accrued leave or compensatory time.

PAY PROVISIONS:

CHT employees, including exempt employees, which are required to work during a Town and/or State declared emergency shall be compensated at a rate of 1½ times their normal rate of pay for actual hours worked during the declared emergency. These employees may also receive an additional ½ hour of compensatory time per hour for all hours worked during the emergency if approved by the Town Manager.

PROCEDURES:

See the Adverse Weather and/or Emergency Conditions section of the CHT Security/Disaster Plan.

RESPONSIBILITIES:

CHT Department Heads shall monitor for compliance.

Note: Violation of this policy shall constitute detrimental personnel conduct and will lead to discipline, up to and including termination.