

**Jim Freeman**

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**From:** Tonda Spear  
**Sent:** Friday, December 14, 2018 9:00 AM  
**To:** Jim Freeman  
**Subject:** State of Emergency Snow Day Information

The totals below are what paying the employees for Monday Dec. 10<sup>th</sup> for 8 hours and Tuesday Dec. 11<sup>th</sup> for 2 hours would cost.

Admin	565.90
Police	186.80
Planning	195.50
Admin Water	355.90
Parks & Rec	1021.60
<b>Total</b>	<b>2325.70</b>

Tonda Spear  
HR/ PR Administrator  
Town of Blowing Rock  
P.O. Box 47

### **Section 29. Adverse Weather and Emergency Conditions**

The Town has responsibility for providing emergency services. Adequate staff are required to operate these critical services seven days per week and 24 hours per day in all weather. The Town Manager, upon recommendation of department heads, should designate which staff are in critical positions required to report to work regardless of weather or other hazardous conditions.

The adverse weather/hazardous conditions policy is established to be as fair as possible to all employees applying the following principles:

- a) maintain adequate staffing of emergency services at all times;
- b) provide for as much safety as possible for all employees in traveling to and from work in hazardous conditions; and
- \* c) not pay regular salaries to some employees for not working when others are required to be at work.

Town offices and departments shall remain open for the full scheduled working day unless authorization for closing or other deviation is received from the Town Manager's office. The Town Manager will consider the hazard of driving conditions and other relevant factors in determining whether to close Town offices. To the extent possible, all departments and offices will be given sufficient advance notice of any authorized closing of non-critical Town functions.

Employees in non-critical positions who leave work before an official early closing time, as well as employees who report for work late or do not report for work because of hazardous conditions may use earned vacation or compensatory leave for days or hours not worked. Employees in designated critical positions may be subject to disciplinary action for failure to report to work as required.

**ATTACHMENT #4A**

**Town of Blowing Rock  
Employee Handbook**

**Section 5.09 Work Hours**

The normal schedule of hours for an employee will consist of eight hours per day, five days a week, except where there is a continuous, twenty-four-hour operation. Subject to the approval of the Town Manager, each Department Head will establish the specific work hours and work schedules within his or her department.

The administrative offices of the Town will be open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of observed holidays. The Police Department and Emergency Services will be open and in operation at all times.

When the activities of a particular department require some other schedule to meet work needs, the Town Manager may authorize a deviation from the normal work schedule.

In the event of extreme weather or an emergency situation, the Town Manager will decide which, if any, of the Town's offices and facilities will close. The Town Manager will also determine whether to compensate, or the method of compensation, for Town employees who may not have worked during the severe weather or emergency.

**Section 5.10 Work Period**

The work period is defined as seven consecutive days. Full-time, non-exempt employees (other than Police Department and Emergency Services employees) will normally work five eight-hour days per work period and are subject to the overtime provisions set forth in Section 5.08 after 40 hours worked in a work period.

Police Department employees' work schedules will be established and maintained in accordance with FLSA and work periods will be set as 28 consecutive days. Non-exempt police officers, regardless of rank, are subject to overtime after 171 hours of work over 28 consecutive days.

Emergency Services employees' work schedules will be established and maintained in accordance with FLSA and work periods will be set as 28 consecutive days. Non-exempt Emergency Service employees are subject to overtime after 212 hours of work over 28 consecutive days.

**Section 5.11 Compensatory Time**

Compensatory time-off will be granted whenever feasible and must be taken within thirty days of the workweek in which it was earned. In accordance with the FLSA, the compensatory time will be taken at the rate of one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time not taken within the 30-day period will be paid as overtime pay. The Town Manager, however, is authorized to permit the carry-over of compensatory time beyond the thirty-day period when it is in the best interests of the Town to do so.

**Hilari Hubner**

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**From:** Jim Freeman  
**Sent:** Wednesday, January 02, 2019 4:16 PM  
**To:** Hilari Hubner  
**Subject:** Fwd: Adverse Weather Policies

Sent from my iPhone

Begin forwarded message:

**From:** Tonda Spear <[tspear@townofblowingrocknc.gov](mailto:tspear@townofblowingrocknc.gov)>  
**Date:** December 17, 2018 at 12:36:59 PM EST  
**To:** Jim Freeman <[jfreeman@toibr.us](mailto:jfreeman@toibr.us)>  
**Subject:** Adverse Weather Policies

Watauga County Policy

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**SECTION 4. LEAVE POLICY - ADVERSE WEATHER CONDITIONS**

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An employee, who cannot travel to work, comes to work late, or leaves early due to adverse weather conditions shall apply this leave. The employee shall use their discretion to determine if it is safe to travel to and from work.

If County offices open late or close early due to adverse weather conditions, per the County Manager or his designee, the leave per calendar year will be granted. Any time in excess of sixteen (16) hours will be charged to the employee's accrued comp pay. If an employee does not come to work at all on a day that County offices open late or close early, all eight (8) hours offices were closed. If an employee is unable to work due to sickness, all eight (8) hours will be applied to sick leave. In the event of inclement weather, all eight (8) hours will be applied to vacation leave. "Adverse weather" leave is only granted to those employees. In the event of inclement weather, notice must be given to the County Manager's Office in advance.

If County offices are opening late and an employee is at work before the scheduled opening, no time is gained (comp or overtime) paid for more than eight (8) hours per day or forty (40) hours per week due to inclement weather leave.

The Adverse Weather Condition Leave Policy does not apply to Sheriff, Maintenance, Emergency Management, Sanitation, and Public Works. County employees will receive pay for Monday Dec. 10<sup>th</sup>

Town of Boone

**Section 3. Inclement Weather Conditions.**

During inclement weather, Town offices and departments shall remain open for the full scheduled working day unless the Town Manager or his designee authorizes early closing or other deviation in the work schedule. Employees will be notified by their supervisor or through media should the town offices be closed to the public. A Town employee required to work on a day or part of a day when the Town is closed as a result of adverse weather conditions shall receive compensation for the time worked. Employees who are absent from work will be required to take leave only for those hours the department is officially open during the work schedule.

Town of Boone employee will receive pay for Monday Dec. 10<sup>th</sup>