

AN ORDINANCE AMENDING CARRBORO TOWN CODE SECTION 4-36 REGARDING  
EMPLOYEE ATTENDANCE AND COMPENSATION DURING ADVERSE WEATHER  
CONDITIONS

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Town Code Section 4-36 Adverse Weather/Hazardous Conditions, is amended to read as follows:

- (a) The Town has responsibility for emergency services including law enforcement. Adequate staff are required to operate critical Town Services seven days per week, twenty four hours per day in all weather. Department heads should designate which staff positions and personnel are critical and, therefore, required to report to work regardless of weather or other hazardous conditions.
- (b) All Town departments are affected by extreme weather conditions. The Town Manager will make decisions related to the delayed opening, early closing, or full-day closure of Town Hall and administrative offices. When these circumstances occur, employee work attendance and compensation will be handled as described:

- (1) Non-emergency, non-exempt employees: If Town offices are closed due to extreme weather conditions, non-emergency, non-exempt employees will be paid their regular hourly rate for work hours missed due to the closing, up to a maximum of twenty-four (24) hours per fiscal year. If Town offices are open during extreme weather, non-emergency, non-exempt employees with supervisor approval may use accrued time, or leave without pay, if they are absent from work due to local extreme weather conditions. (for example, roads near an employee's home are not clear but roads in Carrboro are safe.)

- (2) Non-emergency, exempt employees: If Town offices are closed due to extreme weather conditions, non-emergency, exempt employees will be paid their regular salary for work hours missed due to a full day closing, for a maximum of three (3) full-day closures per fiscal year. If Town offices are open during extreme weather, non-emergency, exempt employees with Town Manger approval may use accrued time, or leave without pay, if they are absent for a full day from work due to extreme weather conditions. (for example, roads near an employee's home are not clear but roads in Carrboro are safe.)

- (3) Emergency and weather - essential employees: Many of the Town's employees must function at all times regardless of weather conditions. Emergency and weather-essential employees are required to report to work. The Town Manager will exercise his/her best judgement for each weather situation as to which employees are considered essential. If Town offices delay opening, close early, or are closed for a full day, emergency and weather essential staff who work during this time will receive compensatory time up to but not exceeding twenty-

four (24) hours per year due to extreme weather conditions, in the equivalent amount as non-emergency employees.

(4) There will be no accrual, no pay-out, and no carry-over of these days from one fiscal year to another.

(5) Previously scheduled sick and/or vacation leave during extreme weather conditions will be deducted as originally scheduled and approved and will not be eligible for compensatory time.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this \_\_\_\_ day of \_\_\_\_\_, 2015.

Ayes:

Noes:

Absent or Excused: