

## City of Waco

### A. Statement of Purpose

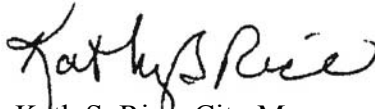
In an effort to provide uninterrupted essential city services to the citizens of Waco during periods of bad weather the City of Waco has enacted this policy regarding the responsibility of City employees to report to their workstations during periods of bad weather.

### B. General Policy

All employees whose job assignments affect the immediate health, safety, and welfare of citizens are expected to report to their workstations at their regularly scheduled times unless notified otherwise. Municipal directors, administrators, managers and supervisor will determine which job assignments affect the immediate health, safety, and welfare of citizens. All other employees should listen to local television, radio, and City of Waco cable channel broadcasts for information regarding when they should report to their workstations.

### C. Procedures

Employees unable to report to their workstations due to bad weather are able to use vacation, compensatory time, and unpaid time off from work for the time they are unable to report to their workstations. To minimize use of vacation, compensatory, and unpaid time off, supervisors are encouraged to adjust employees' schedules during the affected workweek.



Kath S. Rice, City Manager  
November 16, 1999