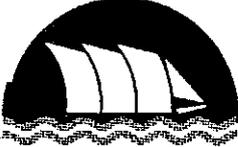


SUBJECT: EMERGENCY CONDITIONS - Closure of City Worksites		SECTION: CP-A 600
 D.U.L.U.T.H. POLICY/PROCEDURE	DEPARTMENT/DIVISION ADMINISTRATION ADMINISTRATIVE ASSISTANT	Page 1 of 6
	EFFECTIVE DATE: <i>June 1995</i>	APPROVED BY:
	SUPERCEDES: October 7, 1992	City Administration

CP-A 600 EMERGENCY CONDITIONS - Closure of City Worksites

This policy may be implemented for emergency conditions within the City of Duluth. Emergency Conditions covered by this policy shall include:

1. **Severe Weather:** Severe weather conditions shall be defined as those conditions which threaten the health/safety of employees at a work location or which create conditions hazardous to the safety of the public in travel. Examples of severe weather conditions include, but are not limited to, tornadoes or excessive winds; severe blizzard conditions creating visibility near zero; road impasses caused by severe icing or excessive accumulation of snow; or any other hazardous weather conditions which may cause the cancellation of public transportation.
2. **Power failure** or other major failure of a mechanical system such as water or heating within a city building or a building containing city employee work sites when the failure is expected to last more than three (3) hours and/or employee health or safety may be jeopardized by the inability to maintain a functioning work environment.
3. **Hazardous circumstances** within or near a city building or place of employment which could endanger the safety of employees. Examples of hazardous circumstances include, but are not limited to, bomb threats, terroristic threats, fire, explosion or imminent explosion, toxic substance spills or leakage, accidental and severe damage to a building, and other similar circumstances.
4. **Other unforeseen and sudden circumstances** of an emergency nature similar to those listed above that significantly affect the health or safety of employees.

EMERGENCY CONDITION DECLARED

If an emergency condition is declared, all City of Duluth worksites will open or remain open to City employees unless the Mayor or Administrative Assistant orders them closed. However, non-emergency employees may exercise on their own volition the right to remain home and use accrued vacation, personal leave or compensatory time for the day.

NON-EMERGENCY EMPLOYEES

For the purpose of this Policy, non-emergency employees shall include all employees providing general public services, said services not required or mandated during times of emergency. Non-emergency

SUBJECT: EMERGENCY CONDITIONS - Closure of City Worksites	SECTION: CP-A 600
	Page 2 of 6

employees shall include all employees with the exception of the specific employee classes or positions determined by the department heads in the following departments:

- | | |
|----------------------------|----------------|
| a. Police | e. Water & Gas |
| b. Fire | f. Finance |
| c. Public Works | g. Attorney |
| d. Administrative Services | |

EMERGENCY EMPLOYEES

Those employee classes or positions in the departments above indicated that are listed in the attached Exhibit A are designated for the purpose of this Policy as emergency personnel who are required to appear at their designated work sites at their normally scheduled times and may be called out to work during emergency conditions. When emergency conditions require the closing of a work site, emergency employees will be notified of the location of an alternative work site to which they must report. Alternative work sites shall be identified by department heads and shall be located as near to the employees' designated work site as is reasonably possible. Department heads shall determine the number of employees designated as emergency personnel who must appear at designated work sites during an emergency condition.

RESPONSIBILITY FOR DECLARING EMERGENCY CONDITION

The authority for declaring an emergency condition shall be the responsibility of the Mayor and the Administrative Assistant, or their designees.

NOTIFICATION OF EMERGENCY CONDITION

Upon determination that an emergency condition exists pursuant to this policy, the Administrative Assistant or his/her designee shall convey notice of the condition to city employees in accordance with the following provisions:

If a determination is made to declare an emergency condition prior to the commencement of the normal business day, notification shall be made by 6:30 a.m. or as soon thereafter as possible to the local media for public announcements and to the department heads or supervisors. During times of severe weather, it shall be incumbent upon employees to be aware of the emergency condition prior to the start of a workday by reference to local radio and television stations.

If determination is made to declare an emergency condition after commencement of but prior to

SUBJECT: EMERGENCY CONDITIONS - Closure of City Worksites	SECTION: CP-A 600
	Page 3 of 6

the end of a normal business day, notice shall be conveyed to the media and to the department heads or supervisors concerning the decision. All department heads or supervisors shall notify the employees in their departments of the emergency condition.

EMPLOYEE COMPENSATION

If, pursuant to this policy, a determination is made to declare an emergency condition prior to the commencement of work on a business day, non-emergency employees who do not report to their work sites will not be paid for their normal work hours during that day except by utilizing accrued vacation, personal leave, or accrued compensatory time. If an emergency condition is declared during the regular business day, all employees will be notified of that determination as soon as reasonably possible. Non-emergency employees will then have the option of utilizing accrued vacation, personal leave or compensatory time or remaining at work. If the emergency condition is such that the authority determines to close City worksites during regular working hours, non-emergency employees will be released and paid for the entire work day.

Employees on sick leave status on the work day prior to the emergency condition may utilize sick leave benefits on the day of emergency condition if the employee can show that they would have been absent from work regardless of the emergency condition because of their continuing physical disability. Employees on paid leave authorized prior to the commencement of the work day shall utilize that paid leave status for the entire work day.

Those employees designated as emergency personnel shall report to their normal work sites or to designated alternative work sites at their scheduled shifts. A department head may authorize the use of vacation pay, personal leave or accrued compensatory time by an emergency employee unable to report to work during an emergency situation, for good cause, on a case-by-case basis, with review by the Administrative Assistant. Any emergency personnel who fail to report for work without good cause will be subject to discipline.

If because of severe weather any non-emergency employees choose to remain at city worksites after a decision to close such worksites, they shall not receive overtime compensation or compensatory time off at a later date.

If non-emergency employees are ordered by their department head to remain on site to work during an emergency condition when their worksite has been closed, such employees shall receive overtime compensation or compensatory time off.

EXHIBIT A

I. POLICE EMERGENCY EMPLOYEES

- | | |
|------------------------|-------------------------------|
| A. Police Chief | D. Police Sergeants |
| B. Deputy Police Chief | E. Police Officers |
| C. Police Lieutenants | F. Radio Technician Operators |

II. FIRE EMERGENCY EMPLOYEES

- | | |
|--------------------------|-----------------------------|
| A. Fire Chief | F. Training Officer |
| B. Deputy Fire Chief | G. Fire Captains |
| C. Assistant Fire Chiefs | H. Fire Equipment Operators |
| D. Fire Marshall | I. Firefighters |
| E. Deputy Fire Marshall | |

III. PUBLIC WORKS EMERGENCY EMPLOYEES

- A. Director, Public Works
- B. Street & Park Maintenance
1. Managers, Street & Park Area Maintenance
 2. Aerial Lift Bridge Supervisor
 3. Assistant Supervisor
 4. Supervisor, Forest Maintenance
 5. City Forester
 6. Foreman I
 7. Park Coordinator
 8. Heavy Equipment Operators
 9. Bridge Operators
 10. Park Maintenanceperson II's
 11. Light Equipment Operators
 12. Maintenance Workers
- C. Engineering/Traffic Operations/Sewer
1. City Engineer
 2. Project Engineers
 3. Traffic Operations Manager

4. Senior Traffic Engineering Technician
5. Electrician
6. Signal Technicians
7. Traffic Engineering Technician
8. Traffic Maintenancepersons
9. Superintendent of Sewers
10. Wastewater Compliance Officer
11. Sanitary Service Supervisor
12. Senior Lift Station Operator
13. Lift Station Operator
14. Sewer Mason
15. Collection System Maintenance Workers

D. Property Management

1. Property Manager
2. Building Maintenance Supervisor
3. Master Electrician
4. Electrician
5. Carpenters
6. Plumbers
7. Building Maintenancepersons
8. Janitorial Supervisor
9. Maintenance Workers

IV. ADMINISTRATIVE SERVICES EMERGENCY EMPLOYEES

- A. Loss Control Manager

V. WATER & GAS EMERGENCY EMPLOYEES

- A. All Supervisory and Confidential employees, except that each supervisor may determine which employees may be excused from emergency status, dependent upon the circumstances of the emergency.

All employees listed below, except that each Division Manager may determine which employees may be excused from emergency status, dependent upon the circumstances of the emergency.

- B. Engineering Division

SUBJECT: EMERGENCY CONDITIONS - Closure of City Worksites	SECTION: CP-A 600
	Page 6 of 6

1. Office Engineer
2. Senior Engineering Technician

C. System Operations

1. Gas Dispatcher
2. Chemists
3. Water Plant Operators

D. Distribution Division - all classified positions

E. Service Division - all classified positions EXCEPT Sheetmetal Mechanic, Painter, and Janitor.

F. Safety & Training Coordinator

VI. FINANCE EMERGENCY EMPLOYEES

A. Purchasing Agent

VII. ATTORNEY EMERGENCY EMPLOYEES

- A. City Attorney
- B. Claims Investigator & Adjuster