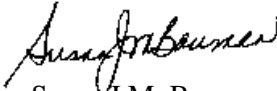


SUBJECT: INCLEMENT WEATHER

Policy: The City of Madison and its employees will continue to provide City services during periods of inclement weather which may serve to impede travel. However, Department/Division heads may exercise discretion in granting related employee leave requests, and/or in reassigning employees, as appropriate, in the interest of employee and public safety. This policy shall not serve to supercede any governing work rules or bargaining agreement provisions requiring prior authorization of late arrival or absence. The Mayor (or a designee) may in extreme circumstances authorize the temporary suspension of specific non-essential services.

Background: The City of Madison is committed to providing required services to citizens regardless of inclement weather conditions. However, during extreme weather conditions it may be appropriate to allow employees to exercise available leave options (or to subsequently make up lost time consistent with governing standards) and/or to reassign employees to alternative hours or locations in the interest of employee and public safety. However, in doing so the Department/Division head shall assure that required services continue without interruption. This policy does not provide for any additional unearned leave or credits, nor is its application intended solely for employee convenience.

Authority: The Human Resources Director shall maintain and interpret this policy, as required.


Susan J.M. Bauman
Mayor

APM No. 2-18
February 8, 2001

Original APM dated 3/11/91