

ADMINISTRATIVE POLICY 23-03
SEVERE WEATHER CONDITIONS

1. PURPOSE AND POLICY

This policy replaces CBJ Administrative Policy 05-05 and 07-01 in total. The purpose of this policy is to provide City and Borough of Juneau (CBJ) employees with guidelines for reporting to work when adverse weather conditions exist and the City Manager determines that the conditions will impact CBJ operations, such as closing city offices and CBJ managed facilities to the public. It is the responsibility of the Department Director to advise all of their employees of this policy.

2. DECLARATION OF ADVERSE WEATHER

In cases of severe weather or other severe adverse conditions, the City Manager or designee of the City Manager may authorize the closing of CBJ offices and CBJ managed facilities to the public.

The decision to close offices or facilities to the public will be made by the City Manager or designee based on information provided by the Juneau Police Department and CBJ Engineering and Public Works Department, in coordination with the State of Alaska, Juneau School District and Federal Administrators.

3. EMPLOYEE NOTIFICATION

The City Manager or designee will notify local radio stations and post on the CBJ website by 6:00 am, Monday through Friday, if CBJ offices will be closed to the public for business.

4. DESIGNATION OF ESSENTIAL EMPLOYEES

It is the responsibility of each Department Director to determine which positions are essential and non-essential. Employees will be notified upon hire if their position is normally considered essential or non-essential for the purposes of this policy.

Nothing precludes a Department Director, on a situation-by-situation basis, from designating a position as essential or non-essential.

5. EMPLOYEE RIGHTS AND OBLIGATIONS

Essential employees are required to report to work during periods of severe weather.

For non-essential employees, a liberal leave policy will be in place and non-essential employees may use personal leave or accrued compensatory time without advance authorization. If a non-essential employee does not have accrued personal leave or

compensatory time, leave without pay will be granted. Non-essential employees should follow office protocol to inform their supervisors if they want to use leave under these conditions.

If a non-essential employee has prior approval to work from home from the Department Director and the severe weather event does not preclude their ability to work from home, they may work from home during the severe weather event.

In making the decision about whether or not to report to work, non-essential employees are advised to take into account the warnings provided by public service announcements and use their own judgment about the advisability of coming to work based on the mode of transportation available and the distance and road conditions between their residence and work site.

If employees who are normally designated non-essential are required to report to work, they will be notified at home by their supervisor or supervisor designee, at least 30 minutes before their regular shift begins.

In the rare circumstance that a permanent full time or permanent part time employee is directed by the City Manager or designee not to report to work and the employee is not able to work from home, the employee will not be required to take leave.

6. GENERAL PROVISIONS

- A. Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.
- B. Authority to promulgate policy: The City Manager of the City and Borough of Juneau, Alaska maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. Effective Date: This policy will take effect on the date of signature below.

Dated at Juneau, Alaska, this 20th day of **November, 2023**.



Katie Koester
City and Borough Manager